

BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

June 22, 2022

800 County Road E East – Vadnais Heights, MN 55127

- I. **Call to Order**, Chair, Jim Lindner
- II. **Approval of Agenda** 🐦
- III. **Approval of April 27, 2022 Board Meeting Minutes** 🐦 **Pg. 3**
- IV. **Visitors and Presentations**
 - A. TEC Report and Financial – June – Paul Duxbury **Pg. 19**
 - B. Public visitors –non agenda items
- V. **Consent Agenda** 🐦
 - A. Consider Public Drainage Management policy- resolution03-2022 🐦 **Pg. 21**
 - B. Consider updates for administrative clarification of the Water Management Policy 🐦 **Pg. 35**
 - C. Consider JPA for maintenance of restoration in Vadnais Sucker Park 🐦 **Pg. 43**
 - D. Acknowledge receipt of Birch Lake treatment grant 🐦 **Pg. 55**
 - E. Consider carp management work with Carp Solutions 🐦 **Pg. 57**
 - F. Consider website recommendation from TEC 🐦 **Pg. 61**
 - G. Update on discussions with City on E. Goose proposed ALM plan **Pg. 63**
- VI. **Business**
 - 1. Consider 2023 budget – Phil 🐦 resolution04-2022 20mins. **Pg. 65**
 - 2. Consider response to RWMWD regarding request for West Vadnais Lake drainage area Boundary change- Phil 🐦 20mins. **Pg. 89**
 - 3. Consider contract for engineering design services for Wilkinson BMP- Dawn 🐦 resolution05-2022 15mins. **Pg. 105**
 - 4. Consider Plans and Specs, license agreement with Township, and authorize solicitation of quotes for Biochar Project- Brian 🐦 10mins. **Pg. 117**
- VII. **Discussion**
- VIII. **Administration Communication**
- XI. **Adjourn:** Next regular meeting: August 24th, 2022

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MINUTES OF THE BOARD OF DIRECTORS – APRIL 27, 2022 REGULAR BOARD MEETING

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	x	
Tom Watson	City of North Oaks	x	
Rob Rafferty	City of Lino Lakes	x	
Ed Prudhon	White Bear Township	x	
Dan Jones, Vice Chair	City of White Bear Lake	x	
Patricia Youker, Secretary-Treasurer	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	
Lauren Sampedro	Watershed Tech & Program Coord.	x	

Others in attendance:

Troy Gilchrist
 Bob Larson
 Paul Duxbury
 Ezra Koetz
 Liz Cook

I. Call to Order

The meeting was called to order at 7 pm by Chair Lindner.

II. Approval of Agenda

The agenda for the April 27, 2022 Board meeting was presented for approval.

A motion was made by Director Rafferty and seconded by Director Watson to approve the April Board meeting agenda. Vote: All aye. Motion passed.

III. Approval of Minutes

The minutes from the February 23rd, 2022 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Director Watson and seconded by Director Jones to approve the February Board meeting minutes. Vote: Prudhon: Abstained. Lindner: aye, Watson: aye, Rafferty: aye, Jones: aye. Motion passed.

IV. Visitors and Presentations

Administrator Belfiori introduced Lauren Sampedro as VLAWMO’s new staff member, serving as Watershed Technician and Program Coordinator.

Sampedro described her background and expressed excitement to begin working with the Board, staff, and the greater VLAWMO community.

A. TEC Report and Financial Report

Commissioner Duxbury described the April 2022 TEC report to the BOD as included in the April Board packet.

Director Watson inquired about the April financial report and noted a detail in the remaining budget line to be reconciled with the TEC report to Board document.

B. Public Visitors – non-agenda items

None.

V. Consent Agenda

Chair Lindner asked if any Board members wished to speak on any of the consent agenda items; (none). Consent agenda items were listed on the agenda and included in the April 27, 2022 Board packet as follows:

- A. Consider WHEP MOU pilot project w/ Tamarack NC and Ramsey County 🐦
- B. Update on Carp project
- C. City Hall wooded wetland and Ramsey County Park restoration progress update

A motion was made by Director Prudhon and seconded by Director Jones to approve the Consent Agenda. Vote: Lindner: aye, Watson: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.

V. Business

A. Administration

1. Consider 2021 Audit – Presentation Liz Cook CLA

Belfiori introduced Liz Cook to provide an overview of the 2021 audit. Cook described the pieces within the audit report including financial reporting, legal compliance, internal controls, pension liability, payables, and passed adjustments. The fund balance increased in 2021.

A motion was made by Director Rafferty and seconded by Director Jones to accept the 2021 Financial Report and audit documents and direct them to be distributed to the appropriate state and local agencies. Vote: Lindner: aye, Watson: aye, Rafferty: aye, Prudhon: aye, Jones: aye. Motion passed.

2. Public drainage policy – Authorize distribution of draft to member communities for review

Corcoran recited the assignment given to staff by the Board in 2021 to draft a VLAWMO public drainage management policy. He reviewed the geography of County ditch 14 and 13, the technical Minnesota State statute that VLAWMO operates under as the ditch authority (103B), and a background history of the ditch system. He also described both VLAWMO's

responsibilities and the roles of public partners in the maintenance and management of the ditch system.

The draft policy has been created with assistance from Houston Engineering and Attorney Troy Gilcrest. The purpose is to formalize the existing policy with a more detailed and clarified outline of that policy.

The policy provides clarity on how VLAWMO manages the public drainage system and the roles, interactions, and responsibilities both VLAWMO and cities/member communities play in management.

Staff requested board distribution of the draft public drainage management policy to VLAWMO member communities for review and comment. After comments are received the draft public ditch authority policy will be brought to the VLAWMO Board of Directors for final consideration, and pending board approval, will be integrated into the VLAWMO Watershed Management Plan amendment process.

Discussion:

Director Jones inquired about how the policy is projected to perform during high water levels. He also inquired about the delineation between payment and authorization. Gilchrist noted that 103B lacks the structure and precision of statute 103E. It is for this reason that Gilchrist and staff recommended supplementing the guidelines provided in 103B with a policy. The policy works to identify and allocate resources and directions, and thus equips VLAWMO with a foundation that is better able to meet a diverse array of possible scenarios. The policy also provides an increased opportunity for capital improvement projects and partnership efforts that are further reaching and more substantial in scope.

Director Lindner noted that responsibilities aren't dissolved or redirected by the policy, and that the policy doesn't directly solve issues, but provides a platform and a guideline in which to take care of ditch issues.

Director Watson asked how the policy interacts with public roadways and easements. Gilchrist noted that other easements and private drainage systems not associated with the specific Ditch 13 and 14 systems don't apply to the draft policy, and also don't fall under VLAWMO's jurisdiction. Other systems are either private or city conveyance systems, but apart from Ditch 13 and 14 there are no other public drainage ditch systems under VLAWMO's jurisdiction.

Director Prudhon asked how the sequence of events goes between the draft policy getting approved and sending to the cities and White Bear Township. Administrator Belfiori outlined the sequence of eliciting comments, implementing the policy, and lastly becoming an addendum to the VLAWMO Watershed Management plan as policy.

A motion was made by Director Prudhon and seconded by Director Rafferty to authorize distribution of draft public Ditch Authority policy to member communities for review and comment. Vote: Lindner: aye. Watson: aye, Jones: aye, Prudhon: aye, Rafferty: aye. Motion passed.

3. Consideration of five-year partnership projects table

Administrator Belfiori outlined the 5-year partnership project table as included in the April Board packet. He noted that this task was needed as a part of the “second half” of the 2017-2026 VLAWMO comprehensive watershed management plan. This need was exacerbated by the changes and shifts that occurred in numerous projects that were initiated early in the watershed management plan (2016, etc.). Belfiori noted that that this draft has at least five additional steps before approval, including multiple comment periods issued for partners, Technical Commissioners, and Board members.

Administrator Belfiori noted the new addition of a proposed groundwater quantity cost-share program per the results of the January 2022 special planning Board workshop, which arose from Board input. This strategy incentivizes the use of tools such as low-use irrigation systems and stormwater reuse.

Administrator Belfiori outlined four possible scenarios for the Board to take on budgeting and the use of the Storm Sewer Utility Fee (SSU), as outlined in the April Board packet. He described how each scenario performs financially according to the projected projects outlined between 2022 and 2027. He described how the preliminary budget functions as a high-level road map to assist in generating projects and partnerships. The four scenarios looked at implementation of 100% and 75% of the total projects listed on the 5 year partnership project table.

Belfiori explained that things to consider in this planning and budgeting process over the next several years include inflation, the uncertain implementation status of upcoming projects such as East Goose Lake Adaptive Lake Management, W. Vadnais TMDL, Public ditch management and repairs, and the status of other Total Maximum Daily Load (TMDL) studies for specific lakes.

Discussion:

Director Watson inquired about how work and priorities from other entities such as the Saint Paul Regional Water Services interacts with, contrasts from, or compliments the items outlined in the draft 5-year project table. Belfiori noted that the draft 5-year table functions as a high-level vision document, but doesn’t authorize specific project budgets and plans. The plan amendment that results from this 5-year planning table eventually becomes a tool to initiate project planning and spending under watershed management plan Capital Improvement Project (CIP) tables. The 5-year planning table is a visioning document that doesn’t authorize budgeting or spending.

Director Watson expressed an interest in reconciling priorities between VLAWMO, cities, the North Oaks Homeowner’s Association, and other prospective project partners.

Director Prudhon inquired about how the amount of \$20,000 was selected as a budget for the groundwater quantity cost-share program. Belfiori and Sampedro described research conducted about water saving sprinkler heads and projects conducted at the City of Woodbury and some other communities that steered this cost estimated noted. . Director Rafferty added that Lino Lakes also budgeted \$20,000 for cost-share water conservation strategies.

Director Jones expressed a concern that an SSU does not respond the same as property tax increases when market values are going up as they are in recent year, and thinks that

this poses an issue for VLAWMO's income. Chair Lindner noted that it poses structural issue questions for how VLAWMO keeps up with property value increase, property tax increase, and inflation. Director Watson contributed that even fuel cost for vehicles contributes to the costs of project construction, thus stressing budget demands further.

Chair Lindner added that the Board continues to have budget conversations each year to assist in confronting these challenges and the highly fluctuating variables facing public agencies and the market in general. Belfiori noted that project plans are changing so fast that it's difficult for estimates to be made during the planning phase and still be accurate for the project initiation and construction phase. He also noted that the value of a fund balance is that it provides reserves in the face of surprises and when multiple spending needs occur at once, and that that is an especially valuable situation for a partner-based organization such as VLAWMO. Chair Lindner expressed that VLAWMO has a good track record of being keen on budgeting realistically while also dealing with needs and issues as they arise.

A motion was made by Chair Lindner and seconded Director Prudhon to approve that the attached five-year partnership project table generally captures a high-level long-range plan for partnership projects for VLAWMO. Vote: Lindner aye. Watson: abstained, Rafferty: aye, Prudhon: aye, Jones: aye. Motion passed.

4. Discussion of rough draft preliminary 2023 budget

Administrator Belfiori presented a rough draft preliminary 2023 budget which included possible CIPs for each subwatershed, programs and administrative. He also outlined a rough draft total revenue and a range of total expenditures assuming a 5-10% SSU increase. He explained ranges for estimated fund balance for year end 2022 and 2023 based on assumptions of full budget being spent. He asked if the Board had any concerns or comments on the rough draft budget as was presented and included in packet.

Discussion:

Director Watson remarked that a joint City of North Oaks and North Oaks Home Owner's Association building is not likely to happen in the next 3-5 years, and this can therefore be removed in the preliminary 2023 budget.

Administrator Belfiori then inquired whether there was BOD support to include TEC input and feedback in this budget planning process and the Board members responded by consensus that they would like the TEC chair involved in the 2023 Budget Subcommittee meeting discussion which would be scheduled for June 6, 2023.

5. Consider position on boundary with City of Shoreview

Administrator Belfiori explained that a boundary adjustment possibility was first highlighted in 2012 with the Rice Creek Watershed District (RCWD). He stated RCWD recently proposed a revised hydrologic watershed boundary to reconcile its hydrologic and legal boundaries in Ramsey County. VLAWMO staff and SEH have determined the proposed changes are generally accurate. He further explained that the proposed revisions include some areas in the City of Shoreview and staff and the City initially recommend maintaining the existing political boundaries within Shoreview. Belfiori said staff are recommending the Board of

Directors consider maintaining the existing legal boundary with the City of Shoreview consistent with VLAWMO's Watershed Management Plan.

Discussion:

Prudhon asked how many property owners are impacted by this adjustment. Belfiori highlighted the subdivision in focus on the map and estimated 40-50 properties.

A motion was made by Director Watson and was seconded by Director Jones to approve maintaining the existing RCWD /VLAWMO political boundary within and in the area of the City of Shoreview consistent with the approved 2017-2026 Watershed Management Plan, with the City of Shoreview. Vote: Lindner: aye, Prudhon: aye, Watson: aye, Rafferty: aye, Jones: aye. Motion passed.

B. Projects

1. Consider engineering RFP for design of Wilkinson BMP

Tanner explained the RFP for engineering, and provided updates on recent tasks such as soil borings, lab testing, and analysis, which were attached in the April 2022 Board packet. A deep-water wetland is proposed with ponding elements and may include an outlet structure and/or weir. An overflow bypass is requested to be considered by the engineer, but this may not be feasible due to the presence of wetland soils at the site.

VLAWMO staff proposed a deadline of May 25, 2022 for submission of proposals. Staff will rank the proposals and provide a recommendation to the Policy and Personnel Subcommittee, which will provide a recommendation to the full Board at the June regular meeting.

Discussion:

Director Watson asked Tanner to describe and reiterate the reasons for the companies selected, Tanner summarized the points that were included in the April 2022 packet.

Director Watson proposed adding in the motion to add HR Green as a 4th company to be notified.

A motion was made by Director Watson and seconded by Director Rafferty to authorize staff to finalize the RFP, evaluate, and score proposals received, with the amendment that HR Green is to be added to the consultants informed about the project. The motion additionally authorized staff to provide a recommendation to the Subcommittee and requested a recommendation from the Subcommittee to the full Board at the June regular meeting. Vote: Lindner: aye, Watson: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.

2. Consider Cost-share NOHOA Entrance raingarden

Sampedro outlined the Landscape Level 2 cost-share application received by the North Oaks Home Owner's Association for a filtration basin at the South entrance to the North

Oaks community. The proposed basin is about 2,308 sq ft to be completed in conjunction with a road reconstruction project on Pleasant Lake Road. The project includes about 1,000 native plants outlined in the project design. The application was reviewed and approved by the VLAWMO Technical Commission on April 13th, 2022. Staff recommended approval of the Landscape Level 2 grant application at 75% of eligible project expenses, not to exceed \$15,000.

Discussion:

Director Watson asked about conditions or ordinances that potentially need to be satisfied in order to accomplish this project, and whether we're able to know if VLAWMO can be assured that the City of North Oaks has inspected the project plans for compliance. Sampedro responded that a reminder will be provided to the applicant to verify with the City that any ordinances relevant to the proposed project are satisfied and complied with.

Director Watson noted he would like the grant agreement to require the applicant to consult with the City of North Oaks to verify City permit compliance.

A motion was made by Director Watson and seconded by Director Rafferty to approve the application per staff recommendation. Vote: Lindner: aye, Watson: aye, Rafferty: aye, Jones: aye, Prudhon: aye. Motion passed.

VII. Discussion/Updates

Discussion:

None

VIII. Administration Communication

Discussion:

None

VII. Adjourn

A motion was made by Director Watson and seconded by Director Rafferty to adjourn at 8:56 pm. Vote: all aye.

Minutes compiled and submitted by Nick Voss.

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June 2022 Finance Summary

Jun-22		Actual 6/1/22	Actual to Date	2022 Budget	2021 carry over/Grants	Remaining in Budget	2022 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$440,247	\$1,019,521	\$0	\$579,274	\$1,019,521	43%
5.12	Service Fees	\$100	\$100	\$200	\$0	\$100	\$200	50%
5.13	Interest + mitigation acct	\$360	\$603	\$1,500	\$0	\$897	\$1,500	40%
5.14	Misc. income - WCA admin & other	\$0	\$1,876	\$3,000	\$0	\$1,124	\$3,000	63%
5.15	Other Income Grants/loan	\$4,143	\$33,662	\$324,500	\$0	\$290,838	\$324,500	10%
5.16	Transfer from reserves	\$0	\$0	\$192,367	\$133,751	\$326,118	\$326,118	0%
	TOTAL	\$4,603	\$476,488	\$1,541,088	\$133,751	\$1,198,351	\$1,674,839	31%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,492	\$12,616	\$27,097	\$0	\$14,481	\$27,097	47%
3.120	Information Systems	\$2,000	\$12,434	\$25,865	\$0	\$13,431	\$25,865	48%
3.130	Insurance	\$0	\$0	\$7,210	\$0	\$7,210	\$7,210	0%
3.141	Consulting - Audit	\$21	\$7,896	\$8,191	\$0	\$295	\$8,191	96%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$0	\$296	\$5,000	\$0	\$4,704	\$5,000	6%
3.144	Consulting - Eng. & Tech.	\$2,771	\$17,373	\$30,000	\$14,000	\$26,627	\$44,000	39%
3.150	Storm Sewer Utility	\$602	\$1,242	\$14,000	\$0	\$12,758	\$14,000	9%
3.160	Training (staff/board)	\$0	\$7,735	\$12,500	\$0	\$4,765	\$12,500	62%
3.170	Misc. & mileage	\$317	\$1,283	\$6,300	\$0	\$5,017	\$6,300	20%
3.191	Administration - staff	\$30,144	\$192,843	\$391,400	\$0	\$198,557	\$391,400	49%
3.192	Employer Liability	\$9,326	\$56,379	\$114,425	\$0	\$58,046	\$114,425	49%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$1,019	\$1,369	\$18,000	\$0	\$16,631	\$18,000	8%
3.220	Equipment	\$122	\$517	\$3,000	\$0	\$2,483	\$3,000	17%
3.230	Wetland assessment & management	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000	0%
3.240	Watershed Plan Amendment	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000	0%
3.3	Education and Outreach							
3.310	Public Education	\$26	\$93	\$6,000	\$0	\$5,907	\$6,000	2%
3.320	Marketing	\$1,296	\$5,598	\$17,500	\$0	\$11,902	\$17,500	32%
3.330	Community Blue Ed Grant	\$0	\$100	\$2,000	\$0	\$1,900	\$2,000	5%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$50,136	\$317,774	\$719,988	\$14,000	\$416,214	\$733,988	43%
Capital Improvement Projects and Programs								

3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$10,000	\$0	\$10,000	\$10,000	
3.420	Lambert Creek	\$6,860	\$15,179	\$44,432	\$70,000	\$99,253	\$114,432	13%
3.421	Lambert Lake Loan	\$0	\$19,284	\$38,568	\$0	\$19,284	\$38,568	50%
3.425	Goose Lake	\$0	\$19,665	\$70,000	\$10,000	\$60,335	\$80,000	25%
3.430	Birch Lake	\$0	\$4,145	\$10,000	\$0	\$5,855	\$10,000	41%
3.440	Gilf Black Tam Wilk Amelia	\$0	\$31,935	\$93,500	\$12,000	\$73,565	\$105,500	30%
3.450	Pleasant Charley Deep	\$656	\$16,554	\$35,000	\$10,000	\$28,446	\$45,000	37%
3.460	Sucker Vadnais	\$5,245	\$5,618	\$41,500	\$0	\$35,882	\$41,500	14%
3.48	Programs							
3.480	Soil Health Grant	\$0	\$179	\$5,000	\$0	\$4,821	\$5,000	4%
3.481	Landscape 1	\$0	\$0	\$16,000	\$0	\$16,000	\$16,000	0%
3.482	Landscape 2	\$0	\$7,426	\$28,000	\$17,751	\$38,325	\$45,751	16%
3.483	Project Research & feasibility	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
3.485	Facilities Maintenance	\$1,540	\$37,259	\$102,600	\$0	\$65,341	\$102,600	36%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000	0%
	Total CIP & Program	\$14,301	\$157,244	\$496,600	\$119,751	\$459,107	\$616,351	26%
	Total of Core Operations & CIP	\$64,437	\$475,018	\$1,216,588	\$133,751	\$875,321	\$1,350,339	35%

Fund Balance	5/1/2022	6/1/2022
4M Account	\$531,109	\$417,401
4M Plus Savings	\$324,302	\$324,459
Total	\$855,411	\$741,860

Restricted funds	6/1/2022
Mitigation Savings	\$21,013
Term Series	\$0

Vadnais Lake Area Water Management Organization
Check Detail
 May 12 through June 8, 2022

12:00 PM
 06/01/2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	05/18/2022	Reliance Standard		Checking - 1987		-316.66
				Insurance Benefit		-90.00	90.00
				Insurance Benefit		-226.66	226.66
TOTAL						-316.66	316.66
Check	5353	05/12/2022	wsb		Checking - 1987		-3,608.00
				3.450 · Pleasant Charley Deep		-2,522.00	2,522.00
				3.450 · Pleasant Charley Deep		-1,086.00	1,086.00
TOTAL						-3,608.00	3,608.00
Check	5354	06/08/2022	Press Publications		Checking - 1987		-425.00
				3.320 · Marketing		-425.00	425.00
TOTAL						-425.00	425.00
Check	5355	06/08/2022	ESRI		Checking - 1987		-700.00
				WEB		-700.00	700.00
TOTAL						-700.00	700.00
Check	5356	06/08/2022	Safeguard		Checking - 1987		-413.14
				Supplies		-413.14	413.14
TOTAL						-413.14	413.14
Check	5357	06/08/2022	Houston Engineering, Inc		Checking - 1987		-208.75
				3.144 · Eng. & Tech.		-208.75	208.75
TOTAL						-208.75	208.75
Check	5358	06/08/2022	Anoka County Treasurer		Checking - 1987		-212.00
				3.150 · Storm Sewer Utility		-212.00	212.00
TOTAL						-212.00	212.00
Check	5359	06/08/2022	City Of Roseville		Checking - 1987		-1,300.19
				IT Support		-1,300.19	1,300.19
TOTAL						-1,300.19	1,300.19
Check	5360	06/08/2022	SEH		Checking - 1987		-9,422.49
				1 · LL grant \$302,679		-6,860.24	6,860.24

		3.144 · Eng. & Tech.	-2,562.25	2,562.25
TOTAL			-9,422.49	9,422.49
	Check 5361	06/08/2022 Innovative Office Solutions	Checking - 1987	-19.03
		3.220 · Equipment	-19.03	19.03
TOTAL			-19.03	19.03
	Check 5362	06/08/2022 Ehlers & Associates, Inc.	Checking - 1987	-390.00
		3.150 · Storm Sewer Utility	-390.00	390.00
TOTAL			-390.00	390.00
	Check 5363	06/08/2022 Department of Corrections	Checking - 1987	-5,100.00
		3.460 · Sucker Vadnais	-5,100.00	5,100.00
TOTAL			-5,100.00	5,100.00
	Check 5364	06/08/2022 Kennedy & Graven, Chartered	Checking - 1987	-1,705.30
		3.460 · Sucker Vadnais	-144.90	144.90
		3.141 · Audit	-20.70	20.70
		3.485 · Facilities & Maintenance	-1,539.70	1,539.70
TOTAL			-1,705.30	1,705.30
	Check 5365	06/08/2022 wsb	Checking - 1987	-655.75
		3.450 · Pleasant Charley Deep	-655.75	655.75
TOTAL			-655.75	655.75
	Check 5366	06/08/2022 RMB Environmental Laboratories, Inc.	Checking - 1987	-1,019.00
		3.210 · Lake & Creek lab analysis	-725.00	725.00
		3.210 · Lake & Creek lab analysis	-294.00	294.00
TOTAL			-1,019.00	1,019.00
	Check 5367	06/08/2022 City of Vadnais Heights	Checking - 1987	-2,079.06
		Rent	-1,665.00	1,665.00
		Phone/Internet/Machine Overhead	-295.00	295.00
		Postage	-46.64	46.64
		Copies	-72.42	72.42
TOTAL			-2,079.06	2,079.06
	Check 5368	06/08/2022 City of White Bear Lake	Checking - 1987	-39,153.52
		payroll	-30,144.02	30,144.02
		Administration FICA	-2,186.82	2,186.82
		Administration PERA	-2,260.80	2,260.80
		Insurance Benefit	-4,516.96	4,516.96
		Admin payroll processing	-44.92	44.92

TOTAL			-39,153.52	39,153.52
	Check 5369	06/08/2022 Dawn Tanner	Checking - 1987	-146.25
			3.170 · Misc. & mileage	-146.25 146.25
TOTAL			<u>-146.25</u>	146.25
	Check 5370	06/08/2022 Brian Corcoran	Checking - 1987	-238.31
			3.170 · Misc. & mileage	-135.14 135.14
			3.220 · Equipment	-103.17 103.17
TOTAL			<u>-238.31</u>	238.31
	Check 5371	06/08/2022 Lauren Sampedro	Checking - 1987	-21.24
			3.170 · Misc. & mileage	-21.24 21.24
TOTAL			<u>-21.24</u>	21.24
	Check 5372	06/08/2022 Nicholas Voss	Checking - 1987	-40.08
			3.170 · Misc. & mileage	-14.56 14.56
			3.310 · Public Education	-25.52 25.52
TOTAL			<u>-40.08</u>	40.08

Vadnais Lake Area Water Management Orga
Profit & Loss
May 12 through June 8, 2022

12:03 PM

06/01/2022

Cash Basis

May 12 - Jun 8, 22

Ordinary Income/Expense	
Income	
5.1 · Income	
5.12 · Service Fees	100.00
5.13 · Interest	359.89
Total 5.1 · Income	<u>459.89</u>
6.6.6 · Grants	4,143.08
Total Income	<u>4,602.97</u>
Gross Profit	4,602.97
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	72.42
Phone/Internet/Machine Overhead	295.00
Postage	46.64
Rent	1,665.00
Supplies	413.14
Total 3.110 · Office	<u>2,492.20</u>
3.120 · Information Systems	
IT Support	1,300.19
WEB	700.00
Total 3.120 · Information Systems	<u>2,000.19</u>
3.141 · Audit	20.70
3.144 · Eng. & Tech.	2,771.00
3.150 · Storm Sewer Utility	602.00
3.170 · Misc. & mileage	317.19
3.191 · Employee Payroll	
payroll	30,144.02
Total 3.191 · Employee Payroll	<u>30,144.02</u>
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,186.82
Administration PERA	2,260.80
Insurance Benefit	4,833.62
Total 3.192 · Employer Liabilities	<u>9,326.16</u>
Total 3.1 · Administrative/Operations	<u>47,673.46</u>
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	1,019.00
3.220 · Equipment	122.20
Total 3.2 · Monitoring and Studies	<u>1,141.20</u>
3.3 · Education and Outreach	
3.310 · Public Education	25.52

3.320 · Marketing	1,296.00
Total 3.3 · Education and Outreach	1,321.52
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
1 · LL grant \$302,679	6,860.24
Total 3.420 · Lambert Creek Restoration	6,860.24
3.450 · Pleasant Charley Deep	655.75
3.460 · Sucker Vadnais	5,244.90
Total 3.4 · Capital Imp. Projects/Programs	12,760.89
3.48 · Programs	
3.485 · Facilities & Maintenance	1,539.70
Total 3.48 · Programs	1,539.70
Total Expense	64,436.77
Net Ordinary Income	-59,833.80
Net Income	-59,833.80

Vadnais Lake Area Water Management Organization

Custom Transaction Detail Report

April 1 through June 1, 2022

11:58 AM
06/01/2022
Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Credit Card Charge	04/01/2022		Ace Hardware	gloves for workday	US Bank CC	✓ 3.485	Facilities & Maintenance	27.96	27.96
Credit Card Charge	04/01/2022		Ace Hardware	fence mulch for workday	US Bank CC	✓ 3.485	Facilities & Maintenance	111.67	139.63
Credit Card Charge	04/04/2022		Google*SVCAPPS_VLAWM		US Bank CC	✓ WEB		38.89	178.52
Credit Card Charge	04/08/2022		subway	lunch Corrections crew	US Bank CC	✓ 3.485	Facilities & Maintenance	173.53	352.05
Credit Card Charge	04/11/2022		University of Minnesota	inspection cert. - Lauren	US Bank CC	✓ 3.160	Training (staff/board)	125.00	477.05
Credit Card Charge	04/11/2022		adobe *photography plan		US Bank CC	✓ Software		9.99	487.04
Credit Card Charge	04/12/2022		Zoom	subscription	US Bank CC	✓ Software		110.88	597.92
Credit Card Charge	04/13/2022		Ace Hardware	weed killer for workday	US Bank CC	✓ 3.485	Facilities & Maintenance	119.98	717.90
Transfer	04/21/2022			Funds Transfer	US Bank CC	✓ Checking - 1987		-867.36	-149.46
Credit Card Charge	04/26/2022		Adobe *Creative Cloud		US Bank CC	✓ Software		32.20	-117.26
Credit Card Charge	04/26/2022		Google*SVCAPPS_VLAWM		US Bank CC	✓ WEB		42.00	-75.26
Credit Card Charge	05/02/2022		Prairie Moon Nursery	seed	US Bank CC	✓ 3.220	Equipment	34.00	-41.26
Credit Card Charge	05/04/2022		L.L. Bean	jacket for lauren	US Bank CC	3.320	Marketing	254.85	213.59
Credit Card Charge	05/26/2022		Prairie Restorations	seed for 4th & Otter	US Bank CC	3.320	Marketing	871.00	1,084.59
								1,084.59	1,084.59

**TEC Report to the Board
June 2022**

Programs & Projects	Effort Level			Completion Date	Comments
	LOW	MED	HIGH		
319 Biochar				2021,22	SEH working on design and staff continues to work with Township on access agreement. Anticipate bring design to June Board meeting for authorization to go out for quotes for construction.
East Goose Lk Adaptive Mgmt.				2021-ongoing	Sent letter to City of White Bear Lake regarding approved aquatic plant management position.
Public Ditch Maintenance				2022	Draft VLAWMO public drainage policy document on the agenda for both the June TEC and Board meetings.
MPCA 319 /Wilkinson Lake BMP				2021-24	Anticipated Board consideration of proposals received for engineering services at the June VLAWMO Board meeting.
Pleasant Lake Carp Management				2022-25	More than 15,000 pounds of Invasive Common carp harvested by Carp Solutions as of 5/31/2022. Planning for the next 3 years of the project is underway.

Administration & Operation			
Audit		2021,22	2021 approved Audit submitted to BWSR as required.
Budget		21,22	Staff working on draft 2023 budget for consideration at June VLAWMO meeting.
Personnel /HR		ongoing	staff continue to pursue professional development per their approved training plans.
SSU		ongoing	proposed 2023 SSU rate information will be assumed once the 2023 budget has been approved by the VLAWMO Board.
Strategic planning		early / mid 2022	Work has started at a staff level on the watershed plan amendment process for later in 2022.

FINANCIAL SUMMARY as of 6/1/2022			
4M Account (1.10)	4M Plus (1.23)	Total	
\$417,401	\$324,459	\$741,860	

Budget Summary	Actual Expense YTD	2022 Budget amended	Remaining in Budget	% YTD
Operations	\$317,774	\$719,988	\$402,214	44%
CIP	\$157,244	\$496,600	\$339,356	32%
Total	\$475,018	\$1,216,588	\$741,570	39%

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To: VLAWMO Board of Directors

From: Brian Corcoran and Phil Belfiori

Date: June 14, 2022

Re: Consent Agenda item V. A. Consideration of Public Drainage Management policy Resolution 03-2022

VLAWMO staff has prepared the attached Public Drainage Management Policy (Policy) for consideration by the VLAWMO Board. This Policy was recommended by the VLAWMO legal counsel and directed by the Board to be initiated.

This Public Drainage Management Policy outlines the primary goals of VLAWMO's management of the public drainage system, strategies to accomplish those goals and the role of the member communities in public drainage system management.

At the April 27, 2022 VLAWMO Board meeting the Directors authorized distribution of draft public drainage policy to member communities for review and comment. It was requested that any comments be received by VLAWMO by Monday May 23, 2022. Staff did not receive any comments. The identical Policy that was presented and approved for distribution at the April 27, 2022 Board meeting was then brought to VLAWMO Subcommittee June 6, 2022 and consensus was reached to recommend approval. The Same policy was then brought to VLAWMO TEC on June 8, 2022 and the TEC approved.

Please find attached the proposed resolution 03-2022 and PowerPoint slideshow which provides a summary of the attached June 22, 2022 public drainage management policy.

Requested Board Action

_____ moves and seconded by _____ to approve resolution 03- 2022.

Attached:

- Resolution 03-2022
- PowerPoint slides
- June 22, 2022 Public Drainage Management Policy

Resolution 03-2022
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Approval of VLAWMO Public Drainage Management Policy

Resolution 03-2022 was moved by Director _____ and seconded by Director : _____

Whereas, In 1986, Ramsey County transferred its rights and responsibilities to County Ditches 13 & 14 to VLAWMO;

Whereas, VLAWMO manages the Ditch system pursuant to its authority under Minn. Stat. §§ 103B.201-103B.253, not Minn. Stat., Chap. 103E, as provided in Minn. Stat. § 103E.812, subd. 8 and the joint powers agreement establishing VLAWMO;

Whereas, Under MN Statutes chapter 103B authorities, the specific roles, responsibilities and operational methods in managing the systems are not well defined;

Whereas, The purpose of the VLAWMO Public Drainage Management Policy is to establish a set of policies and principles for guidance in future decisions by the VLAWMO Board for management activities & procedures;

Whereas, The strategies to accomplish the goals in Policy include document management, public drainage inspection, minor (routine) maintenance, and major repair implementation where / if needed;

Whereas, The roles of municipal and county partners in public drainage system management include management of roadway culverts, point of contact with landowners, acceleration of capital projects and acceptance of transfer of portions of the public drainage system;

Whereas, At the April 27, 2022 VLAWMO Board meeting the Directors authorized distribution of draft public drainage policy to member communities for review and comment. Staff thereby requested that any comments be received by VLAWMO by Monday May 23, 2022. Staff did not receive any comments;

Whereas, At their meeting on June 6, 2022 the VLAWMO Subcommittee reached consensus to recommend to the full VLAWMO Board to approve the attached VLAWMO Public Drainage Management Policy dated June 22, 2022;

Whereas, At their meeting on June 8, 2022 the VLAWMO TEC recommended to the full VLAWMO Board to approve the attached VLAWMO Public Drainage Management Policy dated June 22, 2022;

Now, Therefore, be it resolved by the VLAWMO Board that:

That VLAWMO Public Drainage Policy dated June 22, 2022 (as attached in the Board packet) is hereby approved with any non-material changes and upon advice of Counsel.

Therefore, be it further resolved That the Public Drainage Management Policy dated June 22, 2022 also be incorporated into the VLAWMO Water Plan amendment later in 2022;

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>Steve Rusek</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</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

Agenda Item V.A.

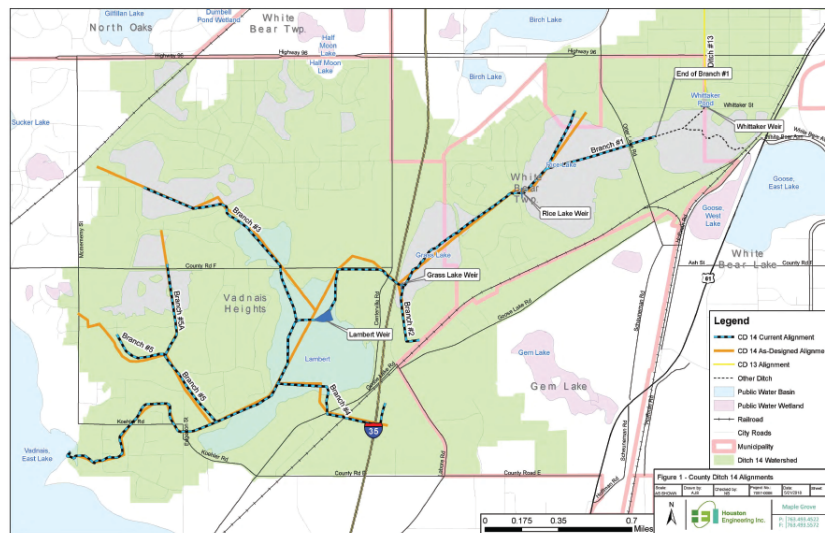
Attachment 2

Consideration of VLAWMO Public Drainage Management Policy

June 22, 2022
VLAWMO Board Meeting



Background-Public Drainage System within VLAWMO



Vadnais Lake Area Water Management Organization

Background –Public Drainage Management Policy



- In 1986 Ramsey County transferred responsibility over two public drainage systems (CD14 & CD13) to VLAWMO;
- VLAWMO not subject of 103E, VLAWMO manages drainage system according to laws managing the WMO (103B)
- Under MN Statutes chapter 103B authorities, the specific roles, responsibilities and operational methods in managing the systems are not well defined;
- Policy is to establish a set of policies and principles for guidance in future decisions by the VLAWMO Board for management activities & procedures

Vadnais Lake Area Water Management Organization

Background - Overview of Public Drainage Management Policy



- Strategies to accomplish those goals in Policy;
 - * **Public** drainage inspection program
 - * Minor (routine) maintenance implementation
 - * Major repair implementation where /if needed
 - * Partner request for a drainage system project
- Role of Partners in **Public** Drainage system Management;
 - * Management of roadway culverts
 - * Point of contact with Landowners
 - * Acceleration of Capital Projects
 - * Transfer of portions of the public drainage system

Vadnais Lake Area Water Management Organization

Background - Public Drainage Management Policy- Review by Board, Subcommittee and TEC



At the April 27, 2022 VLAWMO Board meeting the Directors authorized distribution of draft public drainage policy to member communities for review and comment.

It was requested that any comments be received by VLAWMO by Monday May 23, 2022. Staff did not receive any comments.

The identical Policy as was presented and approved for distribution at the April 27, 2022 Board meeting was then brought to VLAWMO Subcommittee 6/6/2022 and consensus was reached to recommend approval. The Same policy was then brought to VLAWMO TEC on 6/8/2022 and the TEC approved.

Vadnais Lake Area Water Management Organization

Requested Board Action



Resolution 03-2022 moved by Director _____ and seconded by Director

Now, Therefore, be it resolved by the VLAWMO Board that:

That VLAWMO Public Drainage Policy dated June 22, 2022 (as attached in the Board packet) is hereby approved with any non material changes and upon advice of Counsel.

Therefore, be it further resolved That the Public Drainage Management Policy will be incorporated into the VLAWMO Water Plan amendment later in 2022;

Vadnais Lake Area Water Management Organization

Vadnais Lakes Area Water Management Organization
Public Drainage Management Policy

INTRODUCTION

The Vadnais Lakes Area Water Management Organization (“VLAWMO”) is a joint powers organization tasked with managing water resources in a 25 square mile area within Ramsey and Anoka Counties. VLAWMO has its own staff and is managed by a board of directors (“Board”). On September 22, 1986, Ramsey County transferred to VLAWMO its responsibility over two public drainage systems: Ramsey County Ditch (CD) 13 and CD 14. See **Figure 1** for the location for these systems. The transfer occurred under Minnesota Statutes, section 112.65, subdivision 2, which directed the repair and maintenance of the transferred ditches were to be in accordance with Minnesota Statutes, sections 106A.005 to 106A.811. In 1990, the provisions of Minnesota Statutes, chapter 106A were revised and moved into Minnesota Statutes, chapter 103E.

Under Minnesota Statutes, section 103E.812, subdivision 8(a), the effect of transferring all of a drainage system to a water management authority (VLAWMO) is that “the drainage system ceases to be subject to regulation under this chapter . . .” Furthermore, the “water management authority may manage water within its jurisdictional boundaries according to whatever law controls the function of the water management authority. The transferred drainage system shall become a work and a responsibility of the transferee water management authority.” The joint powers agreement creating VLAWMO recognizes the transfer and Section VI, Subd. 5 of the agreement indicates ditches are to be managed “in accordance with the powers and procedures set forth in Minnesota Statutes, Chapters 103B and other applicable law, and must be in conformance with the Watershed Management Plan adopted pursuant to Minnesota Statutes, Chapters 103A through 103H.” Which means VLAWMO is required to manage CD 13 and CD 14 in accordance with its authority under Minnesota Statutes, chapter 103B. Nothing in this document is to be construed as VLAWMO agreeing to be bound by the procedures set out in Minnesota Statutes, chapter 103E.

Understanding VLAWMO’s unique role in managing public drainage systems under its Minnesota Statutes, chapter 103B authorities, the specific roles, responsibilities, and operational methods in managing the systems are not well defined. Therefore, the purpose of this document is to establish a set of policies and principles for guidance in future decisions by the VLAWMO Board, for management activities completed by VLAWMO staff, and to establish procedures informative to VLAWMO’s local government partners.

MANAGEMENT PURPOSE, GOALS, AND STRATEGIES

CD 13 and 14 were originally established in 1916 to drain wetlands and reduce flooding to enable various forms of agricultural production (likely hay and pasture). As the as the area urbanized, the function and utility of the systems changed from agricultural drainage to serving as a regional outlet for municipal stormwater facilities. With this transition, the capacity of the systems is most relevant to large rainfall events (e.g., 10-year and 100-year rainfall). In addition, several impoundments have been built along the systems for the purpose of water quality, ecological habitat, and flood management. Management of the system must now consider multiple purposes, functions, and interests.

The following are the primary goals of VLAWMO's management of the CD 13 & 14 public drainage systems:

- Manage the public drainage systems pursuant to its authorities under Minnesota Statutes, chapter 103B;
- Maintain and/or restore drainage function in the systems to the maintenance profile which may or may not be equivalent to the as-constructed and subsequently improved condition¹ (ACSIC) of the drainage systems when feasible. Determination of feasibility includes, but is not limited to, overall cost and conflict with other program goals/interests;
- Provide for a capacity of at least a 10-year, 24-hour rainfall without overtopping municipal roadway infrastructure;
- Provide for a capacity of at least a 100-year, 24-hour rainfall without inundating existing permanent buildings; and
- Maintain and/or modify the grade, cross-section, and capacity of the systems to preserve and/or enhance water quality, ecological habitat, and flood storage functions of the system and its adjacent wetlands

These goals are accomplished through the following strategies:

- Inspect the systems on a coordinated schedule and upon notification of deficiencies;
- Complete schedule maintenance activities on the drainage system to enable continued access and reduce the frequency of reconstruction;
- Collaborate with VLAWMO partners (including local governments and DNR) to coordinate activities and to achieve common interests while minimizing costs;
- Engage adjacent landowners in advance of repair activities and modifications to the system to inform them of the extent, purpose, and management of the systems and receive input on adjacent property interests and their relationship to the proposed work;
- Complete early coordination with regulatory interest prior to repair and/or modification of the public drainage systems. Regulatory coordination will consider the policies described herein and the exemptions provided for public drainage systems under Minnesota Statutes, chapter 103G, the Wetland Conservation Act, and any other exemptions which may apply; and
- Adopt (via a Board action) a maintenance profile on each segment of the public drainage system prior to completing maintenance or major repair work on that segment. The maintenance profile may or may not be the as-constructed and subsequently improved condition of the system.

These goals and strategies may not be achievable in their entirety in all locations. VLAWMO will balance the multiple functions and interests to maximize the overall value and utility of the system. As deemed necessary by the VLAWMO Board, this Policy can be reviewed and or updated as needed.

PUBLIC DRAINAGE INSPECTION PROGRAM

VLAWMO desires to establish a schedule for the inspection of CD 13 and 14 as part of its management of the systems. The following are inspection frequency protocols for various components of the drainage system:

¹ For the purposes of this document, the ACSIC includes both documented and non-documented modifications to the drainage system, including impoundments and excavation.

System Component	Type of Inspection	Minimum Frequency	Primary Responsible Entity
Open Ditch and right-of-way (accessible areas)	Walk-through	Every 5 years	VLAWMO
Open Ditch and right-of-way (inaccessible areas)	Drone flight	Every 5 years	VLAWMO
Open Ditch and right-of-way	Field survey of ditch bottom	Every 20 years and following major repairs	VLAWMO
Roadway culverts	Site visit	Every 5 years and following significant (>3") rainfall events	Road Authority
Private culverts	Site visit	Every 5 years and following significant (>3") rainfall events	VLAWMO
Stormsewer	Site inspection of intakes and outfalls	Every 5 years	VLAWMO
Stormsewer	Televising	Every 20 years	Local government
Weirs/dams	Site visit	Every 5 years	VLAWMO
Miscellaneous	Response to landowner complaint	Within 14 days of complaint	VLAWMO

All inspections should be documented and filed within VLAWMOs filing system.

MINOR (ROUTINE) MAINTENANCE IMPLEMENTATION

Completing routine maintenance along the systems in a timely manner will extend the life of the system and decrease the frequency of more substantial repair efforts. For the purposes of this policy document, “minor” maintenance is work on the system with an estimated cost of less than \$30,000 requiring minimal regulatory coordination or engineering assistance. Examples of minor maintenance activities include, but are not limited to, mowing and/or spraying of right-of-way access corridors, removal of deadfalls and nuisance trees, removal of beaver dams, limited dredging of sediments, channel erosion repairs, and cleanout of culvert/stormsewer intakes.

The following is the general process for addressing minor maintenance.

- a) Need for maintenance is identified (either via scheduled inspection or landowner complaint).
- b) Inspect the site and verify scope and potential for damage.
- c) Prioritize maintenance with respect to other VLAWMO activities and schedule the work to be completed. Prioritization shall consider, but is not limited to, the following:
 - a. Size/scale of work;
 - b. Potential for damages to property/infrastructure if work is not completed;
 - c. Potential for further deterioration of the ditch system if work is not completed;
 - d. Availability of staff to address the concern;
 - e. Availability of contractors to complete the work; and
 - f. Overall cost.
- d) Obtain approval from the Board for the work if required.
- e) Contract with a contractor to complete the work. This may consist of a direct hire on a time and materials basis, or a receipt of quotes from one or multiple contractors.

- f) Execute the work and observe construction. Observation generally to be completed by VLAWMO staff.
- g) Document maintenance work in the VLAWMO file system

Annual maintenance costs will vary. A budget of \$2,000 per ditch mile annually may be used an initial starting point. The budget should be reevaluated annually to determine its effectiveness in meeting system needs.

MAJOR REPAIR IMPLEMENTATION

Over time, restoration of the drainage systems will require reconstruction of a significant portion of a system. This work generally exceeds \$30,000 for single project and may require engineering development. For the purpose of this policy, such projects constitute “major” repairs. Examples of major repair activities include, but are not limited to, reestablishment of right-of-way corridors via tree clearing, dredging of open channel and/or erosion repair over extended portions of the system, replacement of stormsewer, replacement of weir structures, and other work requiring regulatory permitting.

The following is the general process for major repairs.

- a) Need for repair is identified via an inspection report, completed by VLAWMO staff or a consultant.
- b) Present the inspection report to the VLAWMO Board and provide a preliminary opinion on the cost of repair and prioritization of work.
- c) Prioritize and schedule the work within the VLAWMO CIP. Prioritization shall consider, but is not limited to, the following:
 - a. Size/scale of work;
 - b. Potential for damages to property/infrastructure if work is not completed;
 - c. Potential for further deterioration of the ditch system if work is not completed;
 - d. Relative urgency and value of work compared to other scheduled CIPs;
 - e. Likelihood of work to provide benefit in achieving multiple VLAWMO goals;
 - f. Complexity and likely duration of project development; and
 - g. Overall cost.
- d) Between 1 to 2 years prior to scheduled work completion, prepare a Repair Report. Repair report shall include:
 - a. Conceptualization and evaluation of multiple alternatives for repair;
 - b. Quantification of the benefits of repair;
 - c. Description of potential damages from repair and how they may be mitigated;
 - d. Opinion of probable construction cost; and
 - e. Summary of likely regulatory engagement requirement including permitting. Early coordination with regulating entities may be necessary at this step.
- e) Present the repair report to the VLAWMO Board and confirm prioritization, schedule, and budgeting with regard to VLAWMOs current CIP plan and yearly budget.
- f) Complete a public meeting with landowner to inform them of planned activities and receive input on specific preferences and interests on their property.
- g) Develop preliminary and final construction plans and specifications.
- h) Obtain any additional approvals required for the project from the Board.

- i) Contract with a contractor to complete the work. This will require a receipt of quotes from multiple contractors, or use of a public bid process, as may be required by law.
- j) Execute the work and observe construction. Observation generally to be completed by the project engineer.
- k) Complete an as-built survey.
- l) File project documentation in the VLAWMO file system

Note that the above process does not specify coordination with VLAWMO's local government partners. Such coordination is a critical component throughout the repair process.

PARTNER COMMUNITY REQUEST FOR A DRAINAGE SYSTEM PROJECT

A local government may determine it has a direct interest in undertaking a project within the public drainage system. Without limiting the potential scope of such projects, they may include:

- Realignment;
- Partial abandonment;
- Impoundment;
- Improvement (making the cross-section larger or deeper); or
- Constructing a new outlet to the system.

Local governments are encouraged to discuss proposed projects with VLAWMO staff before formally proposing a project to VLAWMO. If a local government determines to proceed with a formal request for a project, it must submit it in writing to the Board that describes the specifics of the proposed project.

The Board will consider any such requests as part of its policy setting process to update its CIP plan and priorities. Whether the proposed modification is added to the CIP plan and, if so, how it is prioritized will depend, in part, on the level of the partner community's proposed involvement in the proposed project.

As part of the process to consider a request, VLAWMO may require from the requesting local government that it supply the following information regarding the proposed project:

- a) The scope and nature of the proposed modification, including alignment, grade, cross-section, and right-of-way;
- b) A statement of the overall need and benefit of the modification;
- c) A hydrology and hydraulic model of existing and proposed conditions;
- d) A summary of the upstream and downstream effects of the modification for the 2-, 10-, and 100-year rainfall events;
- e) Low opening elevations for structures adjacent to portions of the current or proposed system that may be potentially impacted by the modification;
- f) A summary of potential impacts (flooding, water quality and ecological habitat) potentially resulting from the modification and how they are to be mitigated;
- g) A description of permits required for the proposed change and status of permit acquisition; and
- h) Identification of long-term maintenance responsibilities for the modified portions of the system.

ROLE OF VLAWMO PARTNER COMMUNITIES IN PUBLIC DRAINAGE SYSTEM MANAGEMENT

The local governments that formed VLAWMO are a critical partner in managing the public drainage systems. While they are engaged in many aspects of the public drainage system, their primary role with the systems consists of four primary aspects: 1) management of roadway culverts; 2) point of contact with landowners; 3) acceleration of capital projects; and 4) transferee of portions of the drainage system. The following paragraphs describe each in greater detail.

Management of Roadway Culverts

While roadway culverts are integral to the function and management of the public drainage system, they are not components of the system managed by the drainage authority. Rather, management and maintenance of the roadway culverts are solely the responsibility of the roadway authority. Given the culverts' ability to affect the function of the drainage system, VLAWMO and the road authorities (primarily cities) work closely to monitor conditions, identify efficiencies, and plan for repairs and modifications of the culverts to maintain and enhance efficiency in the system.

Point of Contact with Landowners

Local governments by their nature are most often the first point of contact for landowners regarding any public project, regardless of whether the project is initiated by the local government. For this reason, VLAWMO relies upon its member local governments to assist in landowner engagement at all stages of public drainage management, particularly with landowners most affected by drainage management activities.

Acceleration of Capital Projects

Based on their engagement with their constituents, local governments may have an interest in accelerating the implementation of capital projects to restore drainage function on portions of the public drainage system, beyond the timeframes feasible for VLAWMO within their prioritization and budget. In such cases, a local government may seek consent from VLAWMO to undertake the proposed project. If VLAWMO determines the proposed work is of benefit to the public drainage system and will not unreasonably interfere with any other portion of the public drainage system, it will enter into an agreement setting out the terms and conditions of the project to be constructed by the local government. Generally, the procedure is similar to the process described under *Major Repair Implementation* above, with the following modifications/inclusions:

- Prior to repair report development, the local government shall make a written request to VLAWMO to collaborate on the acceleration of drainage management restoration in the targeted area. VLAWMO will provide the local government with available documentation related to the public drainage system of interest, and provide for technical staff to assist in guidance on drainage management strategies and VLAWMO's drainage policy
- Development of the inspection and repair report will be the responsibility of the local government and its consultants;
- The local government and VLAWMO will enter into a joint powers agreement to set out the responsibilities of each regarding the project and its on-going maintenance;
- The local government will coordinate with VLAWMO during each phase of project development including repair report development, regulatory engagement, final plan development, construction initiation, and project closeout; and

- Recommended repair and final plans must be approved by VLAWMO prior to proceeding to subsequent phases.

Following the local government-led repair efforts, VLAWMO will retain its management authority and responsibility over all portions of the public drainage system, except where formally transferred to the local government (see below).

Transferee of Portions of the Public Drainage System

Although the public drainage system is in most cases best managed as a single system by a single entity (VLAWMO), there may be circumstances where it may be advantageous to transfer management and responsibility of the upper portion of the system branches to a local government. Such circumstances may include, but are not limited to, where the system is:

- Located entirely within local government’s property interests (right-of-way, easement, or fee-title property);
- Located primarily under local government streets;
- Consisting of stormsewer; and/or
- Within local government-maintained ponds or other stormwater management features.

These circumstance most often are associated with a requested modification of the drainage system. Under no circumstances shall a portion of the public drainage system be transferred when upstream portions of the system remain the responsibility of VLAWMO.

Transference of any portion of the public drainage system must be initiated by the transferee, via a written request to VLAWMO. VLAWMO staff will review the request and provide a recommendation to the Board. If the Board determines that the transference of management of the portion of drainage system is in the best interests to the management of the system, it will enter into an agreement with the local government to accomplish the transfer. VLAWMO will then coordinate the delivery of available documentation related to that portion of the system to the transferee, including known easements.

INTERCONNECTION WITH VLAWMO WATERSHED MANAGEMENT PLAN

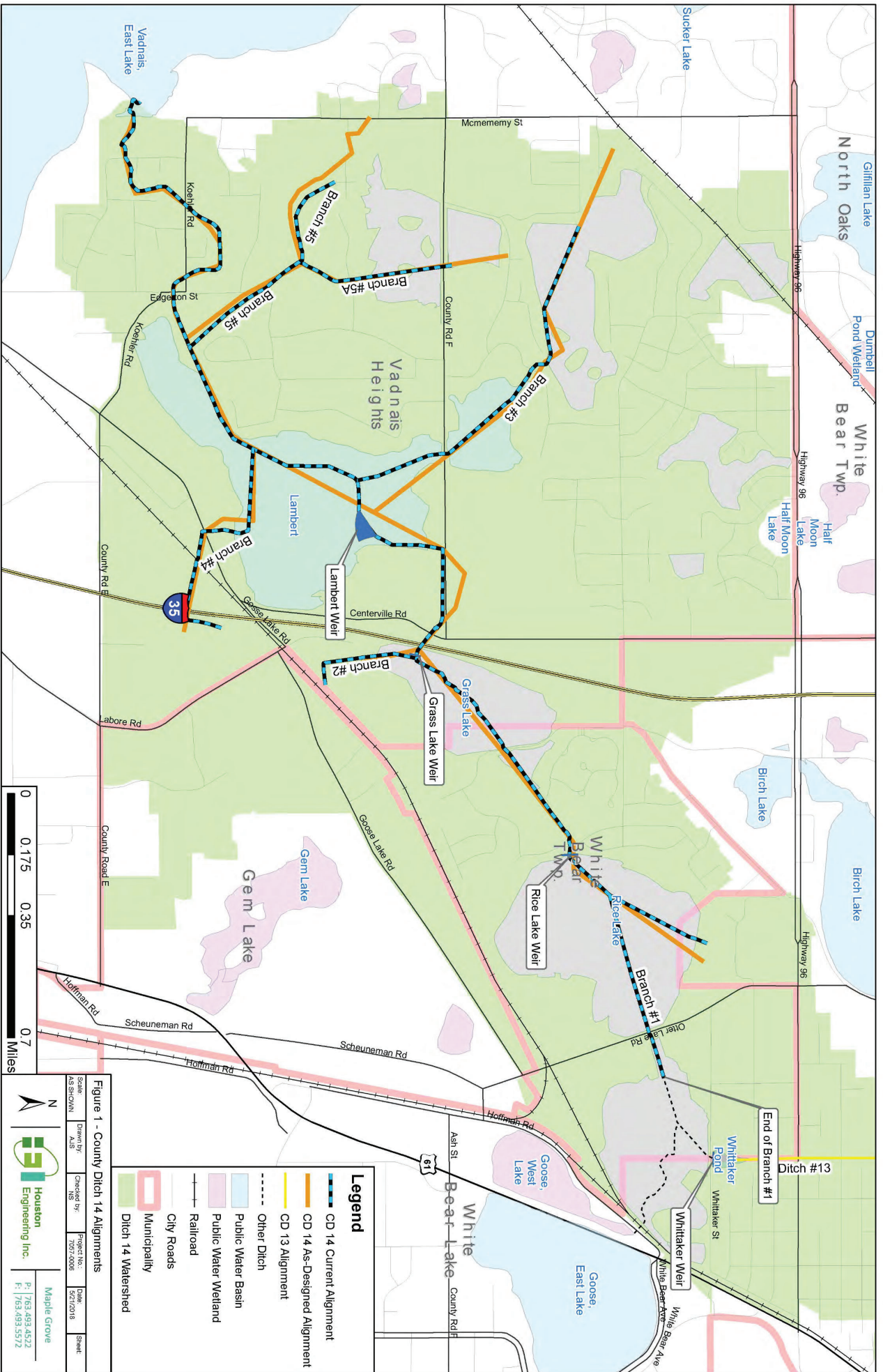
VLAWMO’s Comprehensive Water Plan provides some description of its role as the drainage authority for CD 13 and 14, particularly in Section 3.5 of the plan (Regulatory Program). This section states:

VLAWMO plans to continue its Drainage Authority role and will actively look for opportunities to use its unique abilities and authorities under 103B and 103E to implement water quality improvement projects concurrently with ditch maintenance and repair projects.

However, the plan does not specify repair projects necessary to restore function to the drainage systems, nor does it specifically indicate funding for this purpose. Implementation of this policy will occur through an amendment to the VLAWMO watershed management plan. Such an amendment will include:

- Clarify VLAWMOs authorities over the drainage system are provided for under Minnesota Statutes, chapter 103B (and not Minnesota Statutes, chapter 103E);
- Identify dedicated funding toward annual inspection and maintenance of the systems;
- Identify future capital projects to restore function to the drainage system, including implementation budgeting; and
- Reference or attach this policy document.

Figure 1



Agenda Item V. B.

Consideration of VLAWMO Water Management Policy – Minor Updates for Administrative Clarification Only

June 22, 2022
VLAWMO Board Meeting



Background – Consideration of Water Management Policy Minor Updates for Administrative Clarification only



- The current VLAWMO Water Management Policy was approved on Oct. 26, 2016 as part of /a required component of the overall 2017-2026 /VLAWMO Comprehensive Watershed Management Plan development process.
- The Water Management Policy provide a framework for implementation by the member cities and township of the required standards needed to implement their local water plan.
- The overall purpose of these Minor updates are to provide:
 - Clarifying /easier to understand language that is more consistent with the current method of VLAWMO staff administration and roles/responsibilities
 - Is consistent with the overall intent of the Policy.

Vadnais Lake Area Water Management Organization

Consideration of Water Management Policy Minor Updates for Administrative Clarification only



- The proposed minor updates has an intentionally limited and “tight” scope of only 3 administrative clarifications. This is done so to not require need for formal changes in the local water plans or local ordinances /official controls of our member communities.

The proposed updates include:

1. Updates to some language with the “Forward/ Relationship with Municipalities” section on page 1 and 2
2. Small updates to the “3.6 Variances” section on page 13
3. Small updates to formatting related to new section 11 “Buffers” on page 28

Vadnais Lake Area Water Management Organization

Consideration of Water Management Policy Minor Updates for Administrative Clarification only



1. **Updates to some language with the “Forward/ Relationship with Municipalities” section on page 1 and 2**
 - Minor Adm. Update purpose: Clarifies the role and responsibility of VLAWMO and of the member cities and township in implementation of the Water Management Policy consistent with intent and current practice.
 - Content summary: Member local governments are required to adapt standards/official controls consistent with the Policy and implement and enforce standards /official controls with exception of the WCA.

Vadnais Lake Area Water Management Organization

Consideration of Water Management Policy Minor Updates for Administrative Clarification only



2. Small updates to the “3.6 Variances” section on page 13

- Minor Adm. Update purpose: Clarifies the role and responsibility of the member cities and township in implementation of variances to the standards/official controls they have adapted per the Policy
- Content summary: Member local governments are responsible for processing and acting on variance requests

Vadnais Lake Area Water Management Organization

Updates for Administrative Clarification only



3. Small updates to formatting related to new section 11 “Buffers” on page 28

- Minor Adm. Update purpose: Simply separates the Section 10 Wetlands language into two a new proposed section 10 wetlands section and section 11 buffers section.
- Content summary: Member local governments are responsible for administrating and enforcing buffers per section 11 and the VLAWMO administers section 10 per the WCA.

Vadnais Lake Area Water Management Organization

Staff Recommendation and Requested Board Action

- Staff recommends that the VLAWMO Board approve the Water Management Policy Minor Updates for Administrative Clarification only as included in the Board packet dated June 22, 2022.
 - **Attachment 1** – Full redlined version on revised Policy -See Link https://www.vlawmo.org/index.php/download_file/4011/ (because of length of doc. not in packet)
 - **Attachment 2**- “clean” version of updates (in Board packet)
- **Proposed Motion:**

Moved by Director _____ and seconded by Director _____ to approve the Water Management Policy Minor Updates for Administrative Clarification only (as included in the Board packet dated June 22, 2022), with non material changes and upon advice of Counsel.

Possible Next Steps

- VLAWMO Board consideration
- Incorporate the Water Management Policy with Minor Updates into the amendment to the VLAWMO Watershed Management Plan scheduled for later in 2022.

FOREWORD

Vadnais Lake Area Water Management Organization (VLAWMO or WMO) was organized by a Joint Powers Agreement (JPA) in 1983 in response to the Minnesota Metropolitan Surface Water Act. Members of the JPA are the cities of Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, White Bear Lake, and White Bear Township. The JPA provides VLAWMO with the authority to accomplish its statutory purpose of conservation, protection, and management of water resources within its boundary. The JPA also necessitates that VLAWMO prepare and implement a watershed management plan (Plan) for the Vadnais Lakes Area Watershed (watershed).

The WMO has adopted a Plan pursuant to the Act. These Policies implement the Plan's principles and objectives. The member local governments are required to adopt a Local Water Plan (LWP) that is consistent with VLAWMO's Plan. They are also required to adopt and enforce regulation as needed to implement the plan. VLAWMO does not operate a regulatory program for development review or enforcement. The one exception is the Minnesota Wetland Conservation Act (WCA). VLAWMO is designated the responsible local government unit for administering the WCA.

Policies in this document are intended to: provide a framework for implementation by the member cities and township, which are referred to herein as the Local Water Planning Authorities (LWPA); to help protect the public health, safety, welfare and natural resources within; and to minimize future public expenditures and liability on issues caused by the improvement or alteration of land and waters.

Relationship with Municipalities

Each of the LWPAs a zoning authority that have adopted their own zoning regulations. They are responsible for determining which land uses are allowed with their community, conducting development reviews, deciding whether to approve land use applications, and for enforcing its zoning regulations. The implementation and enforcement of the Policies outlined in this document, except for the Wetland and Water Appropriations Policies, are the responsibility of the LWPAs. LWPAs are responsible for adopting a LWP that implement the directives set forth in the Plan. LWPAs may adopt more restrictive requirements. VLAWMO recognizes that LWPAs have different authorities and different ways of implementing programs that will necessitate language and approaches that vary from those presented in this document. VLAWMO reserves the right to conduct periodic audits/inspections of LWPA programs, project approvals and permits to assess conformance with these

Policies.

VLAWMO will provide general oversight and assistance in the implementation of LWPs by the LWPAs, but VLAWMO is not responsible for development reviews or the implementation or enforcement of LWPs. If VLAWMO determines a LWPA is not properly implementing its LWP, it may take action as provided under law to bring the LWPA into compliance.

Variances

Policy Statement

It is the policy of the VLAWMO to be informed of all variances to these Policies being considered by a LWPA. VLAWMO will cooperate with and provide input to the LWPA when variances from these Policies are being considered. However, the LWPA is responsible for processing and acting on variance requests. Variances should only be granted when the applicant is able to demonstrate that practical difficulties would result from strictly complying with the requirements of these Policies due to unique physical conditions of the land or waters involved.

Practical difficulties may be found if the property in question cannot be put to a reasonable use under conditions allowed by the official controls; the plight of the landowner is due to circumstances unique to the property and not created by the landowner; and the variance will not alter the essential character of the locality. Economic considerations alone shall not constitute a practical difficulty if reasonable use for the property exists under the terms of the applicable ordinance(s). The granting of a variance or variances will not have the effect of nullifying the intent and purpose of these Policies or the VLAWMO Plan.

Standards

- a. All variance requests must be submitted in writing to the LWPA staff and be processed and acted on in accordance with the local government's regulations. Variances that would circumvent the intent and purposes of the standard shall not be granted.

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 15, 2022

Re: Consent item: V.C. Consider JPA for maintenance of restoration in Vadnais Sucker Lake Regional Park

The 45-acre, grant-funded restoration effort with Great River Greening using Outdoor Heritage funds is scheduled to begin during fall 2022 in Vadnais Sucker Lake Regional Park. Great River Greening is preparing a request for proposals that will go out this summer and meeting with VLAWMO staff to continue to build specifics for this restoration effort. Partnership with St Paul Regional Water Services (the landowner) and Ramsey County Parks is ongoing to support this project. VLAWMO appreciates the efforts of our partners. Projects including this one would not be possible without them.

A requirement of the grant is that the restoration work achieved through the grant-funded restoration effort will be maintained. SPRWS and Ramsey County Parks have signed the JPA maintenance agreement as prepared by VLAWMO staff and VLAWMO's legal counsel. Maintenance will be provided for a minimum of 3-5 years. Each entity has specific actions that they agree to contribute toward the maintenance effort. VLAWMO's contribution is to:

VLAWMO shall provide a corrections crew of 6-12 laborers for 1 day for followup clearing/grubbing/spraying in spring or fall. Normal crew size is 12 laborers; crew size has been reduced during the COVID pandemic so that crews are currently running at 6 laborers (in 2020 and 2021). This translates to $6 \times 8 = 48$ up to $12 \times 8 = 96$ person hours. Additionally, VLAWMO will promote and host volunteer workdays in this restoration area with their current program for University of Minnesota Community-engaged Learners and community volunteers. VLAWMO is also willing to contribute staff time to visit the site and coordinate with Ramsey County to determine specific maintenance needs up to 2x per year.

The full JPA maintenance agreement is included as an attachment in the Board packet.

SPRWS and Ramsey County Parks have taken this JPA to their respective Boards. Both Boards have signed. At their June 8, 2022, meeting, the VLAWMO TEC recommended that VLAWMO's Board Chair add VLAWMO's signature to this document and fully complete the JPA for maintenance of the restoration effort in Vadnais Sucker Lake Regional Park. Once VLAWMO has signed the JPA agreement, VLAWMO staff will share the completed document with partners.

Requested Action:

VLAWMO staff request that the Board authorized VLAWMO's Board Chair to sign the JPA for maintenance of the restoration effort in Vadnais Sucker Lake Regional Park that has already been signed by SPRWS and Ramsey County Parks.

JOINT POWERS AGREEMENT
Among
the BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL,
RAMSEY COUNTY,
and
the VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
for the
VADNAIS-SUCKER LAKE REGIONAL PARK/GREAT RIVER GREENING
RESTORATION PROJECT

THIS JOINT POWERS AGREEMENT (“**Agreement**”) is made and entered into this 12th day of April 2022, by and among the Board of Water Commissioners of the City of Saint Paul (“**Board of Water**”), Ramsey County on behalf of its Parks & Recreation Department (“**Ramsey County**”), and the Vadnais Lake Area Water Management Organization (“**VLAWMO**”), a Minnesota joint powers organization. The Board of Water, Ramsey County, and VLAWMO may hereinafter be referred to individually as a “party” or collectively as the “parties.”

RECITALS

- A. Vadnais-Sucker Lake Regional Park (“**Park**”) is an integral protected area in the Vadnais Lake Area Watershed, which is part of the Water Board’s system of lakes and land area that deliver raw water to the McCarron’s Treatment Facility. Ramsey County has a prior maintenance agreement to support and maintain the Park.
- B. VLAWMO worked with the parties to propose restoration work within the Park (“**Project**”) as part of the suite of projects proposed for funding to the State of Minnesota by Great River Greening. Proposal work began in 2019, funding was allocated in 2020, and the landowner agreement was completed in 2021.
- C. The parties agreed to work toward an agreement to support the Project by providing maintenance services for 3-5 years following completion of the landowner agreement between Great River Greening and the Board of Water. The parties may agree to continue some level of maintenance activities beyond 5 years pursuant to the terms and conditions of a separate agreement entered into at that time.
- D. VLAWMO has requested contributions from the parties, and the parties are willing to contribute work crews and supplies toward maintenance of the restoration as detailed below.
- E. Each of the parties are authorized to perform the activities identified in the Agreement and, in such cases of shared powers, Minnesota Statutes, section 471.59 authorizes the parties to exercise those powers jointly through a joint powers agreement.
- F. This Agreement provides additional details regarding maintenance contributions of each party, following restoration of 45 effective acres in the Park as part of the Project. The 45-acre restoration effort is being led by Great River Greening, in accordance with the Great River Greening Cooperative Agreement signed on September 20, 2021, between Great River Greening and the Board of Water.

- G. Restoration work is expected to begin during fall 2022 and be completed in 2023-2024. Maintenance needs will be determined each year through coordination and collaboration among the parties. Maintenance will be conducted as needed for 3-5 years (note that the full level of partner contributions may not be needed during each year of maintenance). After that time, the parties will collaborate to determine ongoing, likely lower, maintenance needs going forward.

AGREEMENT

In consideration of the mutual promises and agreements contained herein, the receipt and sufficiency of which is acknowledged, the parties hereby agree as follows:

1. **Maintenance activities and In-Kind Contributions.** Each party agrees to make its work crews and/or supplies available to contribute to the maintenance effort as needed as provided in this section. Each party is responsible for the costs of the labor and supplies it provides under this Agreement.
 - a. **Board of Water.** The Board of Water shall provide a crew of 3 laborers for a week in the spring or summer for follow up clearing/grubbing/spraying. This translates to $3 \times 40 = 120$ person hours. The Board of Water shall also pay for the chemicals if needed for follow-up herbicide treatments.
 - b. **Ramsey County.** Ramsey County shall provide a Conservation Corps crew of 4 laborers for 2-5 days for follow-up clearing/grubbing/spraying in spring or fall. This translates to $4 \times 20 = 80$ up to $4 \times 40 = 160$ person hours. This contribution is dependent upon a Conservation Corps crew that is in place and working with Ramsey County for a given year, as has been done and is consistent with recent years. Ramsey County is also willing to contribute staff time to visit the site and coordinate with VLAWMO to determine specific maintenance needs up to 2x per year.
 - c. **VLAWMO.** VLAWMO shall provide a corrections crew of 6-12 laborers for 1 day for follow-up clearing/grubbing/spraying in spring or fall. Normal crew size is 12 laborers; crew size has been reduced during the COVID pandemic so that crews are currently running at 6 laborers (in 2020 and 2021). This translates to $6 \times 8 = 48$ up to $12 \times 8 = 96$ person hours. Additionally, VLAWMO will promote and host volunteer workdays in this restoration area with their current program for University of Minnesota Community-engaged Learners and community volunteers. VLAWMO is also willing to contribute staff time to visit the site and coordinate with Ramsey County to determine specific maintenance needs up to 2x per year.
2. **Level of Maintenance.** Each year during the term of this Agreement the parties agree to discuss and determine the level of maintenance needed in the upcoming season. The agreed upon maintenance activities shall be carried out pursuant to this Agreement without the need to formally act to amend it each year. Any such written understandings reached as to the annual maintenance activities shall be incorporated in and made part of this Agreement.
3. **Park Access.** Ramsey County grants the other parties and their employees, agents, and contractors a temporary nonexclusive license to enter the Park as may reasonably be needed to perform the

agreed upon maintenance services. The maintenance activities shall be carried out in a way that does not unreasonably interfere with the other uses occurring in the Park. The license shall terminate upon the termination of this Agreement.

4. **Term and Termination.** This Agreement shall be effective as of the date of the last party to execute it and it shall continue in effect until the agreed upon termination of maintenance activities, but in no case later than five years after the start of maintenance activities performed pursuant to this Agreement (which are to begin after completion of the Project). This Agreement may be terminated by either party at any time, and for any reason, on 30 days' written notice of termination provided to the other parties.
5. **Employees; Worker's Compensation.** Any and all employees of each party, and all other persons engaged by that party in the performance of the maintenance work or any other work or services required or contemplated by this Agreement, shall not be considered employees of the other parties. Any and all claims that might arise under the Worker's Compensation Act or the Unemployment Compensation Act of the State of Minnesota on behalf of said employees while so engaged, and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged, shall in no way be the obligation or responsibility of the other parties.
6. **Entire Agreement; Amendments.** This Agreement, together with the recitals, which are incorporated herein, constitutes the entire agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.
7. **Cooperative Activity.** To the fullest extent permitted by law, all activities by the parties under this Agreement are intended to be and shall be construed as a "cooperative activity," and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of determining total liability, as set forth in Minnesota Statutes, section 471.59, subd. 1a. Nothing in this Agreement is intended to alter, or shall be interpreted as altering, the treatment of the parties as a single governmental unit. For purposes of Minnesota Statutes, section 471.59, subd. 1a, each party expressly declines responsibility for the acts or omissions of the other parties.
8. **Insurance & Indemnity.** Each party agrees that it is solely responsible for its own acts and omissions, and those of its agents and employees or contractors. Each party agrees to carry liability insurance to the extent of liability limits under Minnesota statutes Section 466.04, as amended, unless is a duly authorized self-insured entity as allowed under applicable state law. No party shall be required to pay to the other parties any amount as indemnification under this Agreement, whether arising pursuant to this Agreement, expressly, by operation of law, or otherwise.
9. **Data Practices and Records.** The parties shall manage all data created, collected, received, stored, used, maintained, or disseminated pursuant to this Agreement in accordance with, and subject to the requirements of, the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
10. **Liability.** Each party is responsible for its own acts and the results thereof to the extent authorized by law and a party is not responsible for the acts of the other party or the results thereof. Nothing

in this Agreement shall constitute a waiver of any limits on or exclusions from liability available to it under Minnesota Statutes, chapter 466 or other law.

11. **No Third-Party Rights.** This Agreement is solely for the benefit of the parties. This Agreement shall not create or establish any rights in or for the benefit of any third party.
12. **Compliance.** Each party shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in carrying out their respective duties under this Agreement.
13. **Applicable Law.** The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.
14. **Notices.** A notice, demand, or other communication under this Agreement by either party to the other will be sufficiently given if it is dispatched by registered or certified mail, postage pre-paid, return receipt requested, and addressed to the party at the addresses listed below with receipt thereof presumed on the third business day thereafter. Either party may designate another address, or attorney for receipt of notices pursuant to this Agreement by designating in writing and forwarding such writing to the other party as provided in this section.

If to the Board of Water Commissioners:

Saint Paul Regional Water Services
ATTN: Justine Roe
1900 Rice St.
St. Paul, MN 55113
651-266-1628
justine.roe@ci.stpaul.mn.us

If to VLAWMO:


Vadnais Lake Area Water Management Organization
ATTN: Dawn Tanner
800 County Rd E
Vadnais Heights, MN 55127
651-204-6074
dawn.tanner@vlawmo.org

If to the County:

Ramsey County Parks and Recreation Department
ATTN: Michael Goodnature
2015 North Van Dyke St.
Maplewood, MN 55109
651-363-3770
mike.goodnature@co.ramsey.mn.us

15. **Incorporation of Recitals.** The parties agree that the Recitals are true and correct, and are incorporated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date of the last party to execute it.

Board of Water Commissioners of the City of Saint Paul	Ramsey County
By: <u><i>Mara Humphrey</i></u> <small>Mara Humphrey (May 12, 2022 10:15 CDT)</small> Mara Humphrey, President	By: <u></u> Trista MatasCastillo, Chair Ramsey County Board of Commissioners
Date: <u>May 12, 2022</u>	Date: <u>4/6/2022</u>
By: <u><i>mollie gagnelius</i></u> Mollie Gagnelius, Secretary	By: <u><i>M Cheng</i></u> Mee Cheng, Chief Clerk Ramsey County Board of Commissioners
Date: <u>May 12, 2022</u>	Date: <u>04/05/2022</u>
By: <u><i>John McCarthy</i></u> <small>John McCarthy (May 13, 2022 08:40 CDT)</small> John McCarthy, Director, Office of Financial Services	By: <u><i>Mark McCabe</i></u> Mark McCabe, Director, Parks and Recreation
Date: <u>May 13, 2022</u>	Date: <u>03/16/2022</u>
By: <u><i>Patrick Shea</i></u> Patrick Shea, SPRWS General Manager	<i>Approved as to form:</i>
Date: <u>May 13, 2022</u>	<u><i>Amy K. Stenius</i></u> Assistant Ramsey County Attorney
	Date: <u>3/16/2022</u>
<i>Approved as to form:</i> <u><i>Lisa Veith</i></u> Assistant Saint Paul City Attorney	

**Vadnais Lake Area Water Management
Organization**

By: _____

(Printed Name)

Its: _____

Date: _____



City of Saint Paul

City Hall and Court
House
15 West Kellogg
Boulevard
Phone: 651-266-8560

Signature Copy

Resolution: RES 22-565

File Number: RES 22-565

Pertaining to a Joint Powers Agreement with Ramsey County and VLAWMO regarding maintenance contributions of each party following the removal of invasive buckthorn vegetation at Vadnais-Sucker Lakes Regional Park.

WHEREAS, the Board of Water Commissioners of the City of Saint Paul ("Board") is the owner of real property commonly known as the Vadnais-Sucker Lakes Regional Park ("Park"); and
WHEREAS, Great River Greening ("GRG") is a non-profit 501(c)(3) conservation organization based in Saint Paul, MN organized for the purpose of restoring natural areas and open spaces through community engagement; and
WHEREAS, at its September 2021 meeting, the Board approved a Cooperative Agreement with GRG for the removal of invasive buckthorn vegetation from a 45-acre area of the Park including the seeding of ecologically appropriate native species and such work is to be accomplished in 2022; and
WHEREAS, Ramsey County manages and maintains the Park as an extension of its Snail Lake Regional Park through a Joint Powers Agreement with the Board dated September 24, 1996; and
WHEREAS, under State Law, the Vadnais Lake Area Watershed Management Organization ("VLAWMO") is responsible for the preparation and implementation of a comprehensive surface water management plan for an area that includes the Park; and
WHEREAS, the Board, Ramsey County, and VLAWMO wish to enter into an agreement that defines the ongoing maintenance of the 45-acre area that GRG will remove invasive buckthorn vegetation and seed native species as per the Cooperative Agreement between GRG and the Board dated September 14, 2021; and
WHEREAS, staff has worked with Ramsey County and VLAWMO to draft an agreement providing for the ongoing shared maintenance of the 45-acre area and the Assistant City Attorney has approved the agreement as to form; now, therefore, be it
RESOLVED, that the Board of Water Commissioners of the City of Saint Paul does hereby approve the Joint Powers Agreement dated April 12, 2022 between the Board, Ramsey County, and VLAWMO which defines the ongoing maintenance of the area to be improved by GRG and authorizes and directs the proper officers of the Board to execute said agreement on behalf of the Board.

At a meeting of the Board of Water Commissioners on 5/10/2022, this Resolution was Adopted.

Yea: 5 Commissioner Tolbert, Commissioner Humphrey, Commissioner Abrams,
Commissioner Bykowski, and Commissioner Tchourumoff

Nay: 0

Absent: 2 Commissioner Brendmoen, and Commissioner Yang

Board Secretary *mollie gagnelius*

Date 5/10/2022










VLAWMO and Ramsey County_Joint Powers Agreement_Vadnais-Sucker Lake Buckthorn Removal_04-12-22_prepped4sigs

Final Audit Report


2022-05-13


Created:	2022-05-12
By:	Brent Marsolek (brent.marsolek@ci.stpaul.mn.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAApwymkcsKmVaDSvwwjf35B0SlpwYSQpr


"VLAWMO and Ramsey County_Joint Powers Agreement_Vadnais-Sucker Lake Buckthorn Removal_04-12-22_prepped4sigs" History


-  Document created by Brent Marsolek (brent.marsolek@ci.stpaul.mn.us)
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-  Document emailed to Mara Humphrey (marahumphrey@me.com) for signature
2022-05-12 - 7:06:41 PM GMT
-  Email viewed by Mara Humphrey (marahumphrey@me.com)
2022-05-12 - 7:15:22 PM GMT
-  Document e-signed by Mara Humphrey (marahumphrey@me.com)
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 Document e-signed by 6!Adobe9! Shea (patrick.shea@ci.stpaul.mn.us)
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2022-05-13 - 5:23:11 PM GMT

 Document e-signed by Lisa Veith (lisa.veith@ci.stpaul.mn.us)
Signature Date: 2022-05-13 - 5:23:24 PM GMT - Time Source: server

 Agreement completed.
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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 15, 2022

Re: Consent item: V.D. Acknowledge acceptance of Birch Lake treatment grant and partnership between VLAWMO and the Birch Lake Improvement District (BLID) toward this effort

VLAWMO was notified in late May regarding acceptance of the aquatic plant treatment grant through the MN DNR. VLAWMO worked with BLID to submit this grant proposal during February of 2022. The TEC and Board were notified regarding grant submission.

The grant provides a total of \$3,420 in grant funds for a total of 2 years of treatment of Eurasian watermilfoil (EWM) in Birch Lake. The delineation of EWM in Birch Lake was completed by Ramsey County Soil and Water Conservation Division (RCSWCD) as part of the Sustainable Lake Management Plan (SLMP) update process for Birch Lake that was conducted in 2019. Total cost for the treatment in 2022 is \$4,200.

VLAWMO staff are coordinating the treatment effort, applied for the permit with BLID, and will receive the grant funds on behalf of BLID. The grant funds are reimbursement for a portion of the treatment cost. VLAWMO will transfer funds, once received from the State, to BLID. BLID is the lead for the project and will be funding the balance of the treatment cost.

VLAWMO is working with RCSWCD to provide a map of updated treatment polygons during the current year as required by the MN DNR prior to issuing the treatment permit. The updated mapping effort will be completed on June 14, 2022. Once MN DNR has received the updated map, the permit will be issued for treatment.

Because grant-funded work cannot be completed prior to finalizing a grant contract, VLAWMO staff will finalize the grant contract during the week of June 13, 2022. Treatment will occur as soon as possible after the mapping is completed and is scheduled to occur during the week of June 20, 2022.

VLAWMO and BLID are working together with Midwest AquaCare to ensure, as much as possible, that the chemical treatment is completed prior to the already-scheduled and permitted mechanical removal that will occur during the final week of June.

VLAWMO appreciate the involvement of all of its partners. We couldn't do this important work without them.

Requested Action:

VLAWMO staff request that the Board acknowledge that VLAWMO staff are working on a grant-funded project with BLID (2 years of treatment for a total of \$3,420) to conduct EWM treatment in Birch Lake. The Board recognizes that the work was presented when the grant proposal was submitted and, because of timing, needed to go forward in advance of the regular Board meeting.

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 15, 2022

Re: Consent item: V.E. Consider carp management

The spring common carp removal effort with Carp Solutions has been effective. The barrier between Deep and Wilkinson Lake corralled carp at a location where they could be removed with a small team using a backpack electroshocker. Carp were humanely euthanized, loaded onto boats, and transported to the parking area at Chickadee Lane on Deep Lake, where they were loaded into large bins/trucks and transported offsite. Video of the removal effort was highlighted on the VLAWMO website during the spring and is available there.

At the time of packet preparation, the removal effort is still active. So far, ~15,000 pounds of carp have been removed. VLAWMO and Carp Solutions hope to add to this number with the carp that are caught between Carp Solutions' temporary barrier and the permanent barrier at Wilkinson Lake. Coordination between Carp Solutions and VLAWMO staff is ongoing to support the remaining spring/summer effort.

An updated quote was requested by VLAWMO staff from Carp Solutions to continue spring removals over the next 2-3 years. That has been incorporated into the budget for 2023, and is expected to be incorporated in successive budgets. A scope of work will be brought to the Board toward the end of 2022, as we prepare specific contracts for 2023 work. In the meantime, an updated PIT tagging effort and biomass survey is needed to make the 2023 work more effective and understand what has been accomplished so far in 2022. Carp were estimated to be at a density of 273 kg/ha; 100 kg/ha is a management goal for water quality. A revised biomass estimate will allow an understanding of how many more carp need to be removed to meet that biomass goal.

Carp Solutions prepared a short scope of work, as the request of VLAWMO staff, to update PIT tagging and the biomass estimate during the summer of 2022. The cost for that work is a not-to-exceed total of \$5,200. The scope of work from Carp Solutions is included in the Board packet. The additional work is within the allocated 2022 budget for carp removal in Pleasant Lake.

Requested Action:

VLAWMO staff request that the Board authorized the update to PIT tagging and the biomass estimate for carp work to inform the ongoing 2023 removal effort. The cost of this effort is not-to-exceed \$5,200.



Proposal for Carp Surveys in Pleasant Lake

June 3, 2022

Prepared For: VLAWMO

Attn.: Dawn Tanner

Prepared by:

Carp Solutions LLC

www.carpsolutionsmn.com

Background

In the summer of 2019, Carp Solutions conducted three electrofishing surveys and tagged 78 common carp. From these surveys, the carp population in Pleasant Lake was estimated at 13,400 carp, which equated to a biomass density estimate of 273 kilograms per hectare. In 2020, 71% of the carp tagged in 2019 attempted to migrate from Pleasant through Deep and up to Wilkinson Lake, as well as 54% in 2021, as detected by our antenna system. We are currently conducting a spring removal of these migrating carp in the Deep Lake channel. To assist in more accurate estimates in the future, we propose conducting a new survey to estimate the carp population in Pleasant Lake and to tag up to 100 more carp. Continuing to tag new carp is important because up to 10% of the carp can lose the PIT tags per year, decreasing the number of tags in the system and affecting the mark-recapture rate and PIT antenna data.

Boat electrofishing to estimate carp population size, density, biomass, size structure and tag carp with PIT tags

To obtain an updated estimate of the carp population size and biomass density in Pleasant Lake in 2022, we propose a second series of standard electrofishing surveys using an established method. We will conduct three boat electrofishing surveys on the lake between July and October to estimate the carp population. Each survey will consist of at least 5 transects. It is important that these surveys are conducted on 3 separate days as carp catch rates might be influenced by the weather or other factors. All captured carp will be counted, measured for length, implanted with PIT tags, and released. The mean catch rate per hour will be used to estimate carp abundance and biomass (Bajer and Sorensen 2012). Tagging all captured carp with Passive Integrated Transponder (PIT) tags will be useful for continued monitoring of carp seasonal migrations among lakes with PIT antennas (see below) as well as for mark-recapture estimates for potential future removals. An increased number of PIT tags will then allow for increased accuracy in the carp population estimate in this lake. Any species of fish seen other than carp will be noted, although these other species will not be netted, counted or measured.

Cost

This work will be conducted at a not-to-exceed budget of **\$5,200**. Detailed budget is presented below.

3 days of boat electrofishing/ marking	24	2		200	4800	
PIT tags (up to 100)					200	
Gas and misc					200	
Grand Total						5200

Literature cited

Bajer, P. G., & Sorensen, P. W. (2012). Using boat electrofishing to estimate the abundance of invasive common carp in small Midwestern lakes. *North American Journal of Fisheries Management*, 13 817-822.

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To: VLAWMO Board of Directors

From: Nick Voss

Date: June 13, 2022

Re: V. F. VLAWMO website

Renovation

VLAWMO's current web contract was initiated in conjunction with the previous water plan (2007-2016) with HDR. The current contract is near its expiration and the current website is showing signs need for update, maintenance challenges, and portions of the site being out of date according to public expectations. Because of these factors, VLAWMO staff have initiated a process for renovating VLAWMO.org onto the most recent version of Concrete5 software. The current website uses an outdated version of Concrete5. Concrete5 is also a common platform for public organizations to use, and several other local watershed districts use it as well. Staff utilized examples and contract scope agreements from other watersheds as a baseline for comparison, to learn how these other watersheds have approached their budget and planning regarding their website updates.

To start this process, staff have developed a Community Website Evaluation survey to gather information from our partners and Board members to help outline priority needs for a new scope of agreement with VLAWMO's website specialists for the website update project.

Please find the survey online here: [Community Website Evaluation Survey](#)

VLAWM Board, TEC, and affiliates are encouraged to spend 3-5 minutes minimum completing questions 1-5. Questions 6-10 may be left incomplete if there is no preference or input on those particular questions.

Requested Action:

Motion to utilize the Community Website Evaluation Survey results as a basis for outlining a scope of work which is to be presented to website specialists facilitating VLAWMO's current website.

Intentional blank page

To: VLAWMO Board of Directors

From: Phil Belfiori, Dawn Tanner

Date: June 15, 2022

Re: V.G. Update on discussions with City of White Bear Lake on E Goose ALM plan

VLAWMO staff sent the VLAWMO aquatic plant management position letter and invitation to continue with partnership to the City of White Bear Lake as authorized by the Board at the February 2022 meeting.

There have been changes in both City staff and City Council composition since the beginning of 2022. In particular, a new City Manager, Lindy Crawford; new Mayor, Dan Louismet; and new Council member, Heidi Hughes have all taken their positions with the City. The conversation regarding management of East Goose Lake included informational meetings and a workshop to the City Council during 2021. To provide background information to the new members and context for the letter sent by VLAWMO following the February Board meeting, City and VLAWMO staff who have been working in partnership, met with the new members during spring/summer 2022. Joe Bischoff, aquatic ecologist from Barr Engineering who presented prior Council informational sessions, also joined the group for discussion on June 6, 2022.

At this time, VLAWMO is waiting for a response to the letter sent in February regarding VLAWMO's position in aquatic plant management and a request for continued partnership including 50% financial support in continued development of the Adaptive Lake Management (ALM) Plan for East Goose Lake. A response is expected from the City. If received with sufficient time for packet preparation, a budget authorization may be expected for VLAWMO's portion of the ALM Plan (part of the authorized 2022 budget) as part of the Agenda for the August regular Board meeting.

The purpose of this memo is to inform the Board about informational sessions provided by VLAWMO and the City of WBL team and to prepare the Board for an expected budget request for continued ALM Plan development later this year.

Intentional blank page

Date: June 14, 2022

To: VLAWMO Board

From: Phil Belfiori, Administrator

Re: VI. 1. 2023 Budget Consideration

Background / Introduction

Pursuant to the consensus recommendation from the 2023 Budget /Finance Subcommittee at their meeting on June 6 2022 and consistent with the project planning discussion at April 27, 2022 Board meeting, please find for your review and consideration the attached information related to the subcommittee and staff recommended 2023 VLAWMO budget.

This proposed budget continues to pursue several partnership based projects and initiatives in the 2022 budget including the Wilkinson Lake 319 grant BMP, public ditch maintenance program, possible planning for East Goose lake, the comprehensive cost share partnership projects and to name only a few. The proposed 2023 budget also includes projects and program discussed at the recent Board strategic direction workshop in January 2022 including a pilot demonstration groundwater conservation cost share program, expansion of public drainage management program, and rough fish /plant habitat management programs.

Summary of Budget Highlights

The attached proposed 2023 budget continues the focus on a more accelerated and comprehensive project implementation approach over the next 5 years as was discussed by the Board at the April 2022 meeting and has been identified in the 5 year partnership project table review.

It should be noted that the proposed 2023 budget includes some level of uncertainty related project timing connected to the E. Goose ALM program, Wilkinson Lake 319 grant BMP, Ditch Repair/Maintenance, and West Vadnais boundary /management. This timing may require budget revision /updates in the “working budget” proposed budget in December 2022 or in next year’s budget process. The proposed 2023 budget also does not include proposed funding for the West Vadnais Lake rough fish management with RWMWD or funding for West Vadnais Lake bottom sediment analysis.

A few key highlights of the proposed 2023 budget as summarized in the PowerPoint presentation (Attachment 1) and identified in more detail in attachment 2 (budget spreadsheet) and attachment 3 (footnotes) include:

1. Consistent with the subcommittee discussion at the June 6, 2022 meeting and the preliminary full board discussion at the April 27 VLAWMO Board meeting, the proposed 2023 budget includes a 7% increase in SSU rate. The 7% increase provides for adequate funding of the 2023 proposed projects and program while also allowing for anticipated

necessary year end fund balance amounts to fund the long range projects identified in the “75% 5-year project implementation budget scenarios” presented at the April 27 Board meeting (see attachment 5). The proposed 7% increase in SSU rate also will likely increase the overall fund balance amount to account for possible “uncertainties” in key future project areas including (but not limited to) public drainage, East Goose Lake, West Vadnais Lake and overall project cost inflation. If the Board were to approve a 7% increase in SSU rate, the average residential SSU rate would be apx. \$62 / yr. for the Residential 1-3 units classification for 2023.

2. Continuing progress towards implementation of CIP type projects:
 - Wilkinson Lake BMP design /implementation;
 - Public Ditch ongoing ditch maintenance, inspection, and technical work & partnership and assistance w/local partners related to public drainage management;
 - Comprehensive Proposed East Goose Adaptive Lake Mangment (ALM) Plan development and proposed partnership on pilot demonstration project for Spent Lime pond application(s);
 - Debt Service for Lambert sheet pile portion of the project (2nd year of required funding through 2032);
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities.
3. Implementation of key watershed programs (ongoing) including: water quality monitoring, cost-share program, project communication and eeducation/ outreach, rregulatory/ engineering, wetland assessment work and MS 4 partnerships. The proposed budget also includes funding for two pilot demonstration type projects /programs: 1) spent lime pilot demonstration project in a stormwater pond in the Watershed (possible Oak Knoll pond), 2) pilot demonstration groundwater conservation cost share program
4. Continuing a strong operations & administration program including the employee payroll (based on Board approved performance based salary adjustment policy) and approved updated employee benefits package. This information was reviewed by the Personnel Subcommittee as part of the 2023 budget /finance subcommittee meeting on June 6, 2022. At this meeting the Personnel Subcommittee did reach consensus to recommend the budget identified on Rows 15 and 16 in Attachment 2.

Options

The attached “footnotes” document (Attachment 3) contains a detail list of each fund’s recommended budget as defined in Attachment 2 table. The projects /programs listed in these attachments and as summarized in the attached PowerPoint presentation could be used by the Board to discuss possible options to either add projects/programs not included in the proposed 2023 budget and /or to make budget reductions.

Recommendation

Consistent with 2023 Budget Subcommittee recommendation from their June 6, 2022 meeting and the discussion/direction provided by the Board members at the 2022 preliminary draft budget discussion and the discussion on the 5-year partnership project table at the April 27, 2022 Board meeting, Staff recommends that the Board approve the attached 2023 VLAMWO Budget.

Proposed Motion

Approve Resolution 04-2022 adopting the 2023 Budget.

Attachments

Attachment 1 – Powerpoint presentation- proposed 2023 Budget

Attachment 2 - Spreadsheet identifying recommended 2023 budget

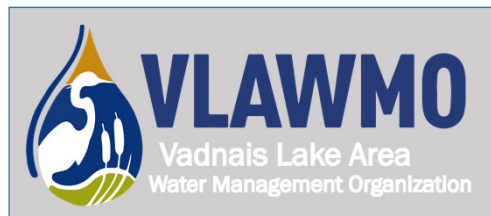
Attachment 3- Footnotes of the key proposed budget items identified in attachment 2.

Attachment 4 – Background slides related to historical stormwater rates and comparable watersheds in Ramsey County

Attachment 5- Long range /high level bar graphs identifying project implementation budgets (implementation of 75% of listed projects scenario) at recommended 7% increase in SSU per year

Attachment 6- Resolution 04-2022 adopting the 2023 Budget

Discussion and Consideration of the Proposed 2023 Budget **Attachment 1**

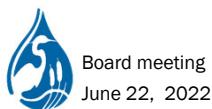


Board Meeting – June 22, 2022

1

Items Covered in this Presentation

- Background related to Recommended 2023 Budget
- Summary of recommended proposed budget for each fund (also see attachment 2 & 3 Spreadsheet and footnotes)
 - Operations / Administration
 - Programs
 - Projects
- Feedback from 2023 Budget/Finance Subcommittee. Board members Youker, Jones, Lindner and TEC member Farrell



2

Background- 2023 budget

- The attached proposed draft 2023 budget is consistent with the consensus recommendation from the 2023 Budget /Finance Subcommittee at their meeting on June 6, 2022 and
- The attached 2023 budget also strikes a balance between the long range budgeting as defined in the 75% project implementation scenarios identified in the approved 5-year project partnership table considered at the April 2022 Board meeting (SEE attachment 5 table) and is also generally similar to with the preliminary draft budget presented at the April 2022 board meeting.
- Attached 2023 budget provides an important first step in achieving a more accelerated and comprehensive project implementation approach over the next +-5 years as was discussed as part of the discussion of the approved 5 year project partnership table.
- Continued momentum towards a more project implementation focus while maintaining a strong foundation of nonstructural and core services programs.

3

Background- 2023 budget highlights:

- Consistency with the consensus recommendation at the June 6, 2022 budget subcommittee meeting, includes a 7% increase in SSU rate. Based on this recommended 7% increase, the average residential SSU rate would be apx. \$62 for the residential 1-3 units classification
- Continuing progress towards implementation of CIP type projects:
 - Proposed Wilkinson Lake BMP design /implementation;
 - Ditch 14 maintenance/ ongoing ditch maintenance & Public ditch inspection and management;
 - Proposed /possible East Goose Adaptive Lake Mangment (ALM) planning/program development;
 - Rough fish and habitat management programs
 - BWSR Watershed-Based Fund Grant implementation and expanded cost share partnership's with our member communities

4

Background- 2023 budget highlights:

- Anticipates approximately \$385,284 in outside grant and other partnership revenue /income (in addition to the SSU).
- The 2023 budget utilizes a projected \$294,364 of the assigned fund balance and leaves a projected apx. \$678,103 going into 2024 (conservative -assuming all budget is spent). Predicted range for fund balance is \$800,000 – \$1,100,000.
- Recommended adjustments in employee payroll and benefits based on the Board approved salary policy.
- Uncertainty related project timing connected to the Public drainage inspection/repair/maintenance projects, possible planning for E. Goose ALM program, West Vadnais Lake drainage area boundary change request, and Wilkinson Lake 319 grant BMP. This timing may require later budget revision /updates and will potentially change the fund balance predictions in the future.

5

Summary of recommended 2023 draft budget

Operations / Administration

- \$694,883
 - **Employee Payroll:** recommends Increases and market adjustments based on Board approved Policy. Recommended by Personnel Subcommittee on June 6, 2022.
 - **Employee benefits :** consistent with the approved updated employee benefits package.
 - Other operational funds roughly close to 2022 approved “working” budget. Including: 1) Office, 2) Information systems, 3) Insurance, 4) Audit, 5) Bookkeeping, 6)Engineering 7) Legal 8) SSU 9) Training, 10)Mileage and Noticing



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Summary of recommended 2023 draft budget

Projects (page 1 of 3)

Continuing progress towards implementation of CIP type projects:

- **Lambert Creek Subwatershed Budget - \$55,000**

- Water quality or wetland enhancement partnership projects on /upstream of Branch public ditches
- Minor maintenance /follow-up Biochar project
- Lambert Pond project Loan Debt Service- \$38,568

- **Maintenance and Operation (including RCD 14) - \$90,000**

- RCD 14 main stem ditch maintenance per the pub. Drainage policy
- Inspection and feasibility report development - Branch and/or main stem
- Required maintenance for previously grant-funded projects (not ditch)



Summary of recommended 2023 draft budget

Projects (page 2 of 3)

- **Gilfillan Black Tamarack Wilkinson Amelia Subwatershed- \$157,500**

- Proposed Wilkinson Lake water quality Project/ 319 grant -VLAWMO share of local cash match
- Tamarack and /or Wilkinson Sediment Study
- Possible BMP retrofit located in the northern ditch into Amelia Lk.

- **Goose Lake Subwatershed- \$92,500**

- E Goose ALM implementation plan *
- Possible E Goose ALM proposed management actions- Spent lime demo project?



Possible partnership on stormwater management water quality- shoreline restoration ?

**Pending outcome of City Council and VLAWMO discussions, this amount could be revised later as part of the proposed carry over "working" budget.*

Summary of recommended 2023 draft budget

Projects (page 3 of 3)

- **Pleasant Charley Deep Subwatershed \$48,000**
 - Carp management and AIS management
 - Anticipate partnership with NOHOA on wetland restoration around Deep Lake
- **Sucker Vadnais Subwatershed. \$35,000**
 - Analysis and/or implementation of Edgerton & Centerville drainage feasibility study.
 - Sucker Vadnais regional park restoration partnership
 - * Does not include West Vadnais Lake budget items – rough fish partnership funding and Lake bottom sediment analysis – pending outcome of boundary change request from RWMWD
- **Gem Lake and Birch Lake Subwatersheds-\$15,000 and \$20,000 respectively**
 - small feasibility studies and or City partnership projects



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Summary of recommended 2023 draft budget

Programs

- Monitoring and studies – pursuing wetland functions and values assessment at targeted wetland complexes that are being considered for restoration and or management by local partners - \$21,000
- Cost Share - landscape level 1 and 2 slight increase in budget- \$73,000
- Communication, Education and Outreach – More focus on project communication & water steward, MS 4 assistance and Web site- \$29,000



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Summary of recommended 2023 draft budget

Fund Balances

- \$1,060,314 was be carried over from 2021 into 2022 budget
- Predicted fund balance at end of 2022 is apx. \$972,467
- The proposed 2023 budget utilizes a \$294,364 of the projected fund balance (assuming the entire proposed 2023 draft budget expenditures are spent).
- Based on this projected carry over amount, the predicted fund balance at year end (December 31, 2023) is estimated at apx. \$678,103 (assuming the entire proposed 2023 draft budget expenditures are spent).
 - Predicted fund balance range would be apx. \$800,000 – \$1,100,000.
 - Minimum fund balance range required = \$494,000 – \$695,000



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Recommendation from 2023 Budget Subcommittee

- On June 6, 2022 the 2023 Budget /Finance Subcommittee (Board members Youker, Jones, Lindner and TEC rep. Farrell) met to review the purposed draft 2023 budget.
- Staff provided a summary of specific fund project and programs budgets.
- After this discussion, the Personnel Committee also approved the projected salary/benefits budget as recommended based on Board approved policy.
- Upon further discussion, the Subcommittee came to a consensus to recommend approval of the budget included in this board packet/ being presented tonight.



Comments from Subcommittee member?

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Board consideration

- **Proposed Board motion :**

- Proposed Motion – _____ moves to approve Resolution 04-2022 related to approval of the 2023 VLAWMO Budget. Second by _____.



ATTACHMENT #2 - Proposed 2023 Budget for 6/22/22 Board meeting

VLAWMO BUDGET 2023		Approved 2022 "working"	Projected/ Estimated	Proposed 2023 Budget
EXPENSE		Budget	2022 expenditures	
3.1	Operations & Administration	\$657,488	\$640,000	\$694,883
	3.110 Office	\$27,097		\$28,181
	3.120 Information systems	\$25,865		\$33,300
	3.130 Insurance	\$7,210		\$7,571
	3.141 Consulting -Audit	\$8,191		\$9,000
	3.142 Consulting - Bookkeeping	\$1,500		\$1,500
	3.143 Consulting - Legal	\$5,000		\$6,000
	3.144 Consulting - Eng. & Tech.	\$44,000		\$30,000
	3.150 Storm Sewer Utility	\$14,000		\$15,000
	3.160 Training - staff, board,TEC	\$12,500		\$13,250
	3.170 mileage and noticing	\$6,300		\$6,300
	3.191 Employee payroll	\$391,400		\$422,353
	3.192 Employee liability (benefits)	\$114,425		\$122,428
3.2	Monitoring & Studies	\$51,000	\$36,000	\$31,000
	3.210 Lake & creek program lab analysis	\$18,000		\$18,000
	3.220 Equipment	\$3,000		\$3,000
	3.230 Wetland assessment & management	\$15,000		\$0
	3.240 (New) Watershed Planning and	\$15,000		\$10,000
3.3	Education & Outreach	\$25,500	\$21,000	\$29,000
	3.310 Public Education	\$6,000		\$6,000
	3.320 Communication, Outreach and	\$17,500		\$15,000
	3.330 Community Blue education grant	\$2,000		\$8,000
3.4	Capital Improvement Projects	\$614,351	\$415,068	\$629,568
	<i>Subwatershed Activity</i>			
	3.410 Gem Lake subwatershed	\$10,000	\$10,000	\$15,000
	3.420 Lambert Creek subwatershed (Does NOT Include Debt Service)	\$114,432	\$70,000	\$55,000
	3.421 Lambert Pond Project Loan Debt Service	\$38,568	\$38,568	\$38,568
	3.425 Goose Lake subwatershed	\$80,000	\$45,000	\$92,500
	3.430 Birch Lake subwatershed	\$10,000	\$5,000	\$20,000
	3.440 Gilfillan Black Tamarack Wilkinson Amelia sub	\$105,500	\$57,000	\$157,500
	3.450 Pleasant Charley Deep subwatershed	\$45,000	\$36,000	\$48,000
	3.460 Sucker Vadnais subwatershed	\$41,500	\$41,500	\$35,000
	3.48 Programs			
	3.481 Soil Health Grant	\$5,000	\$6,000	\$8,000
	3.482 Landscape 1 - cost-share	\$16,000	\$16,000	\$30,000
	3.483 Landscape 2	\$45,751	\$30,000	\$35,000
	3.484 Project research and MS 4 partnership work	\$0		\$5,000
	3.485 Maintenance and operations (Facilities maintenance & Public Ditch maintenance)	\$102,600	\$60,000	\$90,000
3.5	Regulatory	\$2,000	\$0	\$5,000
	3.510 Engineering plan review	\$2,000	\$0	\$5,000
	Total budget	\$1,350,339	\$1,112,068	\$1,389,451
INCOME				
5.1				
	5.11 Storm Sewer Utility	\$1,019,521		\$1,090,887
	5.12 Fees for Service	\$200		\$200
	5.13 Interest	\$1,500		\$1,000
	5.14 Misc. income - WCA admin grant	\$3,000		\$3,000
	Total VLAWMO income	\$1,024,221		\$1,095,087
	5.15 grants, partnerships donations	\$324,500		\$385,284
	BWSR WBF 21 - 23	\$46,500		\$46,500
	Proposed MPCA 319 Wilkinson Lake BMP	\$186,000		\$188,000
	NOC per prosed partnership agreement for Wil	\$62,000		\$64,000
				\$19,284
	City of WBL proposed E Goose ALM partnership?	\$30,000		\$67,500

BWSR WBF Revenue
 319 for Wilkinson project
 (assumes \$50,000 for design work and 2023 and 138,000 (50% of rev. from imple.) for project implementation in 2023)
 NOC for 50% of local match for wilkinson BMP
 SPWS grant for 50% of repayment of sheetpile loan
 city of WBL for Goose ALM plan ?or Spent lime partnership?

5.16	From reserves /use of fund balance	\$326,118	\$294,364	Assumes all of 2023 budget is spent
5.17	Predicted Fund balance at end of 2022 (year end 2021 per Audit is \$1,060,314) given projected expenditures for 2022 (column 2) is spent.	\$972,467	\$678,103	Fund Balance at end of year 2023 assuming entire budget is spent
	Range for predicted fund balance at end of 2022	Apx. \$880,000 - \$1,160,000	Apx. \$800,000- \$1,100,000	Range for predicted fund balance at end of 2023
	Minimum fund balance required per Board Policy (assume 35% to50%of total general fund budget)	\$472,000 - \$675,000	\$494,000-\$695,000	

Footnotes for the recommended 2023 VLAWMO Budget-

This document is meant to be read at the same time as Attachment 2 recommended budget spreadsheet

1. **3.110 - \$28,181. Office-** A new 3 year office lease was approved at the October 2020 Board meeting with the City of Vadnais Heights. This lease provides for an annual increase of apx. 4% for 2023. Details are in the table below. Rent includes the main office, 4 cubicles, storage space and access to conference rooms, Postage, copies and supplies are estimated.

Office expense	2022	Proposed 2023
Rent	\$ 19,700	\$20,488
Tel /Internet/ machine use	\$ 3,564	\$3,707
Postage	\$ 639	\$665
Copies	\$ 1,082	\$1,125
Supplies	\$ 2,112	\$2,196
Total	\$27,097	\$28,181

2. **3.12 - \$33,300. Information systems** – This covers the critical IT annual maintenance costs, hardware updates and software licenses. Does not include overall comprehensive web site update. Increases and contingency anticipated given Metro Inet’s transition to an independent entity.

Information systems	2023 Budget	Notes
Roseville – Metro INET.	\$ 18,600	Metro INET – assume \$1550/mo.
Website hosting, maintenance on web site , support & email	\$2500	HDR
Microsoft outlook email (transition)	\$1235	May occur in 2022
Google apps for government	\$496	
Zoom	\$193	
GIS web hosting & update to the GIS mapping system	\$1500	May include work with Houston Eng or RCD
ESRI ArcView license renewal & GIS User group	\$965	
Software updates	\$1184	For new/existing systems
Hardware updates (including laptops)	\$3000	For one new system with all accessories and labor
Adobe software	\$600	
Total	\$33,300	Includes 10% contingency

3. **3.13 - \$7571. Insurance-** Includes cost of the League of MN Cities insurance and membership. Worker's compensation insurance tracks with payroll costs so slight increase from 2022 (5%).
4. **3.141- \$9,000. Consulting - Audit.** \$8191 budgeted in 2022.
5. **3.142 \$1,500. Consulting - Bookkeeping.** Continue to do quickbook effectively in house. It has proven very useful to ask for special Quick books assistance at year-end.
6. **3.143 \$5,000. Consulting – Legal-** Increased from \$5,000 in 2022 to \$6,000 in 2023 given possible additional project partnership agreements and related work.
7. **3.144 \$30,000. Engineering and Technical.** In 2023 staff would propose to use this fund for work with the various engineering firms. Staff is also proposing to develop an engineering “pool” for 2023 where staff can: 1) “assign” small/limited technical assistance tasks to any of the pre-qualified firms in the pool and 2) utilize the list of firms in the pool for professional services solicitations or selection with Board authorization.
8. **3.150 \$15,000. Storm Sewer Utility.** This budget item provides consultant assistance to translate our annual budget into SSU fees for each of 11,000+ parcels within VLAWMO and assistance certifying those parcels to two Counties. This assistance is critical to the SSU, the main source of VLAWMO funding. Consulting fees vary slightly from year to year.
9. **3.160 \$13,250. Training: staff, Board, TEC.** Five staff and some volunteers taking advantage of occasional excellent workshops. \$1000 is included the training budget to provide the beginning of the educational assistance. At average of \$950 /staff person for training. 2023 budget include \$7,500 for MAWD dues.
10. **3.170 \$6,300. Mileage and Noticing.** Mileage at federal rates, legal notices and other expenses are paid with this budget item.
11. **3.191 & 3.092. Administration or staff payroll: = \$ 422,939 + \$122,428** (employer liability – FICA, PERA, health insurance)

Employee Payroll: - \$422,939 . Includes recommended projected salary adjustment for the 2023 budget. Increase and market adjustments based on Board approved policy. Also includes some additional for market based salary adjustments based on recently updated 2021-24 approved salary survey.

Employee Liability:– \$122,428. Per health benefits package approved by the Board in late 2020. Paying staff is our biggest single expense, but critical to all other programs. VLAWMO benefits include vacation and sick leave (based on length of service), paid holidays, health /dental insurance & HSA, PERA (required public pension), life insurance and short term disability.

12. **3.21. \$18,000. Lake and creek lab analysis.** This is the same budget as in 2022.

13. **3.22. \$3,000. Equipment.** This pays for maintenance, replacement costs on essential water quality equipment, bacteria processing supplies, ice & dry ice for transport and other supplies.
14. **3.23. \$0. Wetland assessment & management.** This fund was budgeted \$15,000 in 2022. May carry over some or all of the 2022 budget into the 2023 working budget at the December 2022 Board meeting.
15. **3.240 \$10,000. Watershed Planning and or special studies /reports.** This fund provides funding for possible remaining work for watershed plan amendment from 2022 and or for special studies/reports include, but not limited to, water reuse feasibility studies.
16. **3.310 \$6,000. Public Education -** This budget item provides funding for MS 4 partnership for education, training and outreach. It pays dues to partner organizations such as NEMO, and Watershed Partners. This is for expenses associated with the Annual Report.
17. **3.320 \$15,000. Communication, Outreach and marketing.** This portion of the budget would fund brochures, community event materials and project related signage. Facebook ads, constant contact for e-news distribution, brochures, MS 4 outreach assistance, branding material are included. In 2023 this budget also includes \$5,000 to continue update to the VLAWMO Web site with a focus on organizing and simplifying the site based on audience needs.
18. **3.330 \$8,000. Community Blue Education grant.** An education grant program that partners with community groups within the watershed to promote water resource stewardship. In 2023 this fund also includes apx. \$5000 for water stewards program.
19. **3.410 \$15,000 Gem Lake Subwatershed.** Budget includes funding a feasibility retrofit study/ analysis and or implementation for a City partnership project in the area of the “commercial district”.
20. **3.420 \$55,000. Lambert Creek Subwatershed (does NOT include debt service).**

Proposed Subwatershed Projects	Budget	Notes
Possible analysis /study of stormwater retrofit partnership areas and or reuse potential	\$15,000	Could be Whitaker wetland retrofit study
Water quality or wetland enhancement partnership projects on /upstream of Branch public ditches	\$25,000	Could be Bear Park wetland restoration work
Biochar project	\$10,000	If needed due to construction schedule
Park Raingarden partnership program with City of Vadnais Heights	\$5,000	Possible Westfield park

Total	\$55,000	
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21. **3.421 \$38,568. Lambert Pond Project Loan Debt Service.** Thru 2032

22. **3.425 \$92,500. Goose Lake Subwatershed.** Pending outcome of City Council and VLAWMO Board meeting discussions, this amount could be revised later /at the December 2022 Board meeting as part of the proposed carry over “working” budget. (If the VLAWMO Board and City Council wish to proceed with the E. Goose ALM Plan? and/or if grant application is successful for the Proposed spent lime proposed pilot demonstration project?)

Proposed Subwatershed Projects	Budget	Notes
E Goose ALM Plan and with other E Goose ALM proposed management actions	\$30,000	Assumes 50/50 funding with City- Pending Council and VLAWMO Board approval
Possible stormwater management partnership including spent lime pilot demo. Project	\$37,500	Pending if grant is successful
Shoreline restoration partnership project	\$25,000	Assume local partnership
Total	\$92,500	

23. **3.430 \$20,000. Birch Lake Subwatershed.** Possible partnership with City for raingarden project(s) and or restoration projects in Rotary Park and or Sports center property.

24. **3.440 \$157,500. Gilfillan Black Tamarack Wilkinson Amelia Subwatershed.**

Proposed Subwatershed Projects	Budget	Notes
Wilkinson Lake water quality Project/ 319 grant -VLAWMO share of local cash match for engineering design and implementation	\$110,000	Assumed total 2023 project expenses for VLAWMO only (not including grant funding or NOC partnership match funding)- unlikely all spent if winter construction
Partnerships with the City of Lino Lakes for implementation or study of possible BMP or retrofit.	\$10,000	Assumes partnership
Tamarack and /or Wilkinson Sediment Study	\$30,000	
Gilfillan SLMR survey /study analysis	\$7,500	
Total	\$157,500	

25. **3.450 \$48,000. Pleasant Charley Deep Subwatershed.** Budget includes Carp Management work with St Paul Water and AIS management (\$32,000). Anticipate partnership with NOHOA on wetland restoration around Deep Lake (\$16,000).

26. **3.460 \$35,000. Sucker Vadnais Subwatershed.**

Proposed Subwatershed Projects	Budget	Notes
Analysis and/or implementation of Edgerton & Centerville drainage feasibility study.	\$30,000	In partnership with Ramsey County feas. Study
Sucker Vadnais regional park restoration	\$5,000	Grant match
Possible West Vadnais Lake budget items – rough fish partnership funding and Lake bottom sediment analysis.	\$40,000	NOT INCLUDED in recommended 2023 budget Pending Board decision on boundary discussions
Total	\$35,000	

27. **3.481 \$8,000. Soil Health Grant** (includes \$500 for rain barrel program).

28. **3.482 \$30,000. Landscape 1 (cost-share).** This program remains effective at putting the funds directly back into BMP’s in the ground. This fund also includes a new pilot /demonstration program to fund a groundwater quantity conservation cost share program.

29. **3.483 \$35,000. Landscape 2.** This cost share funding source is for those larger (greater than \$5,000) projects brought to VLAWMO by community partners who otherwise could not implement their best management practice. This budget is slightly higher than 2022 budget levels (funded at \$28,000 in the 2022 budget). This budget will also need to serve as the local (10%) cash match for the 2021 -23 BWSR WBF grant if any grant funds remain in 2023.

30. **3.484 \$5,000. Project research, MS 4 assistance and feasibility – watershed wide.** This funding provides technical assistance to the community partners for their MS 4 program and related project research and feasibility.

31. **3.485 \$90,000. Maintenance and operations (including public ditch maintenance and management as well as VLAWMO Facilities maintenance).**

Proposed Projects	Budget	Notes
Report development - Inspection and feasibility report - Branch and/or main stem	\$30,000	Possible Branch 3 inspection ?
Public drainage program maintenance and management program.	\$30,000	Implementation of actions identified in inspections and reports

technical /legal work for possible coordination and partnerships	\$10,000	
Required maintenance for previously grant-funded projects (VLAWMO facilities)	\$20,000	
Total	\$90,000	

32. **3.510 \$5,000. Plan reviews – engineering assistance.** This review, if needed, can also utilize fund 3.114 consulting engineering and tech. fund identified above.

33. **INCOME. 5.11 \$1,095,087. Storm Sewer Utility fees.** – (see orange section of spreadsheet). 2023 recommended budget proposes a 7% increase in SSU fees from 2022 based on the need to fund identified projects and programs listed above and in line with the April 2022 Board meeting discussion on the 5 year project partnership planning table. Last year in 2022 the SSU revenue was \$1,019,521. (See **Attached 4** for SSU rate background graph). Last year the rate for the single family home was \$57.94. This rate for 2023 will be defined more specifically at the Aug. 2022 Board meeting, however, initial estimates are that if the Board approves a 7% increase in SSU fees for 2023, the rate for a single family home would be apx. \$62 / yr. for the Residential 1-3 units classification.

34. **5.12 Service fees (\$200)** based on actual to date although this income varies from year to year.

35. **5.13 Interest (\$1000)** has been reduced to better reflect current interest rates.

36. **5.14 WCA subgrant & misc. income (\$3000)** – this is dependent on what development activity is happening during the year.

37. **5.15 Other funding sources – grants, donations.** (see peach color cells on attachment 1)

2023 actual estimated income from “other” funding sources is projected at **\$385,284** (see peach section on spreadsheet). With the addition of the following anticipated grant /partnership revenues, total projected income for 2023 (including SSU revenue) is anticipated to be around an estimated \$1,480,371.

In 2023, would anticipate the following grant and other partnership revenue (in addition to the SSU revenue):

Grant or Partnership Income Source	Amount of Income anticipated in 2023
Proposed MPCA 319 Wilkinson Lake BMP	\$188,000
NOC per proposed partnership agreement for Wilkinson Lake BMP	\$64,000
SPWS grant for half of repayment of Sheetpile loan	\$19,284

BWSR WBF 21-23	\$46,500
City of WBL for proposed East Goose ALM Partnership?	\$67,500
TOTAL	\$385,284

38. 5.16 From reserves /use of fund balance. (see green color cells on attachment 1)

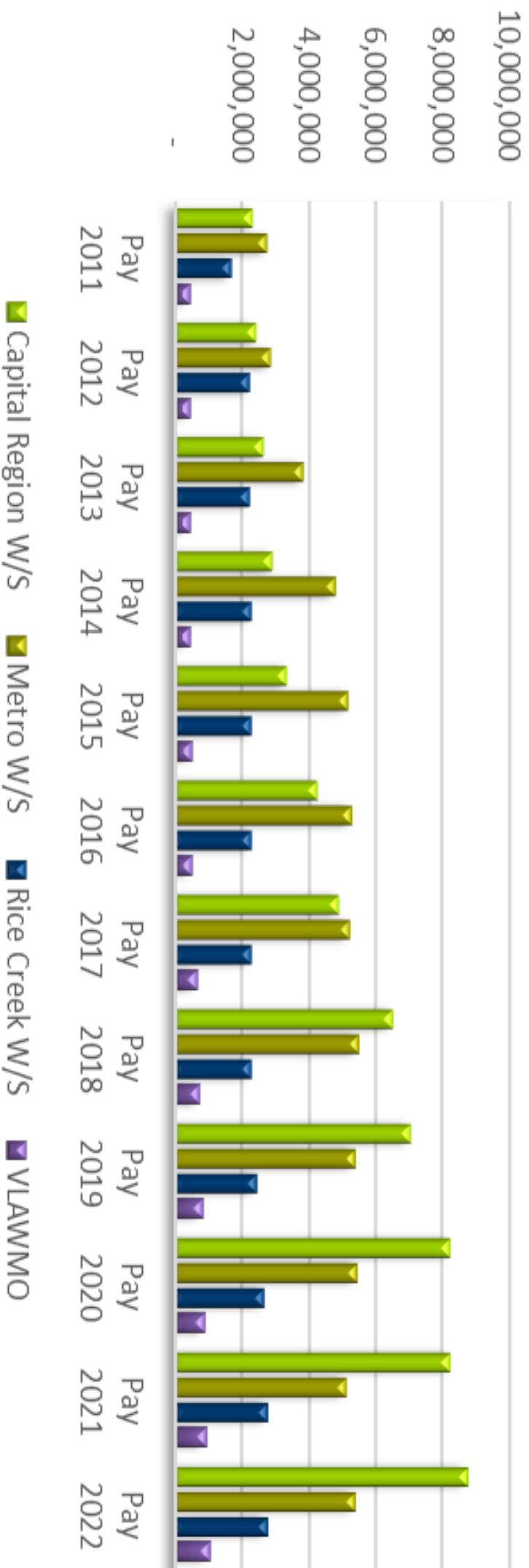
In 2023, it is projected that \$294,364 of the fund balance will be utilized as part of implementation of the draft 2023 budget (assuming the entire proposed 2023 draft budget expenditures are spent).

39. 5.17 Fund Balance at year end - The projected proposed 2023 budget assumes a remaining year end fund balance (at the end of the year December 31, 2023) of \$678,103 which is a conservative scenario assuming the entire 2022 and 2023 budgets are spent). A more likely anticipated fund balance at year end (December 31, 2023) is predicted to be in the range of **\$800,000 to 1,100,000**. The conservative scenario fund balance at year end amount is within the range of Board policy for fund balance). The anticipated /predicted range of year end fund balance is higher (somewhere in the area of \$200,000 to \$600,000) than the minimum fund balance range required to be carried over per Board fund balance policy (35%- 50% of the total estimated general fund amount). Some additional year end fund balance (over the minimum fund balance policy amount) is recommended due to several possible future “uncertainties” associated with budgeting for several project /program areas including (but not limited to): public drainage maintenance and or repair, East Goose Lake ALM planning or projects, Wilkinson BMP implementation, West Vadnais TMDL implementation, and overall inflation in project costs. The additional fund balance is also recommended due to the budget amounts needed to implement the possible future projects identified in the “75% project implementation scenarios” in the 5-year project partnership table approved at the April 2022 Board meeting.

Background: Comparable Watersheds in Ramsey County



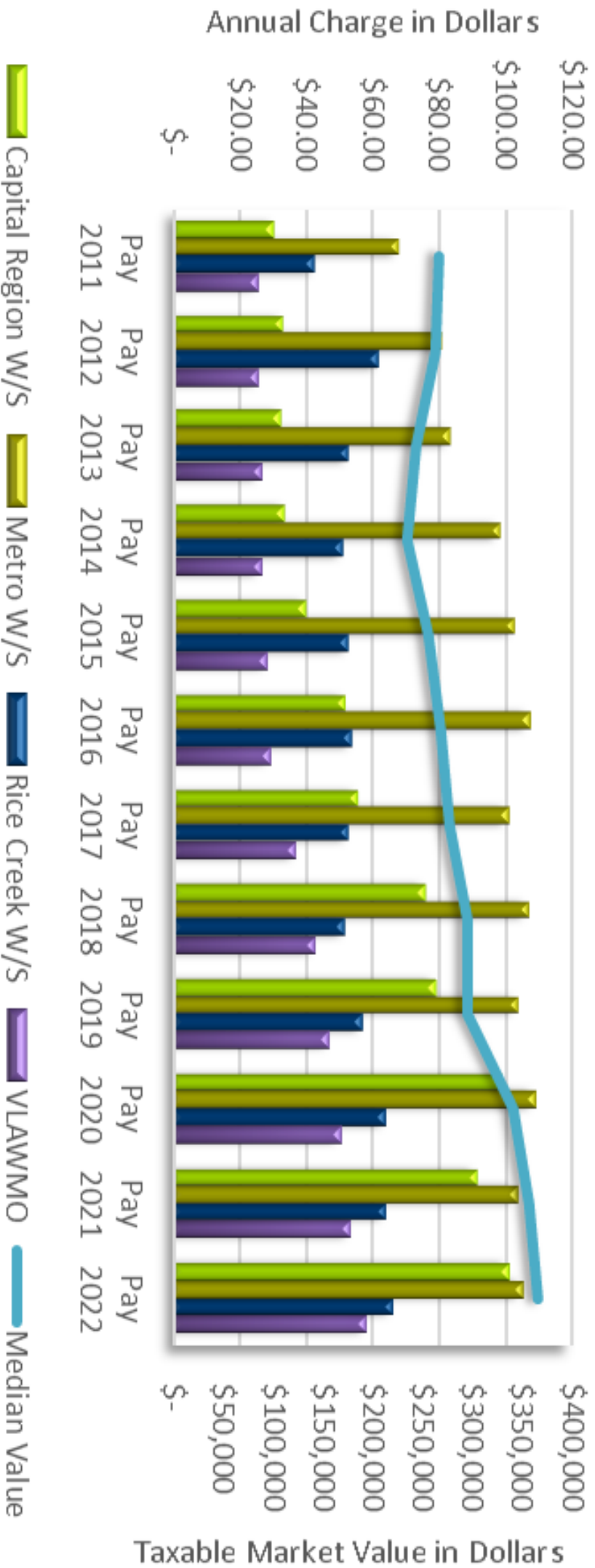
Property Tax Levy and Storm Water Utility Charge Comparison by Year



Background: Comparable Watersheds in Ramsey County



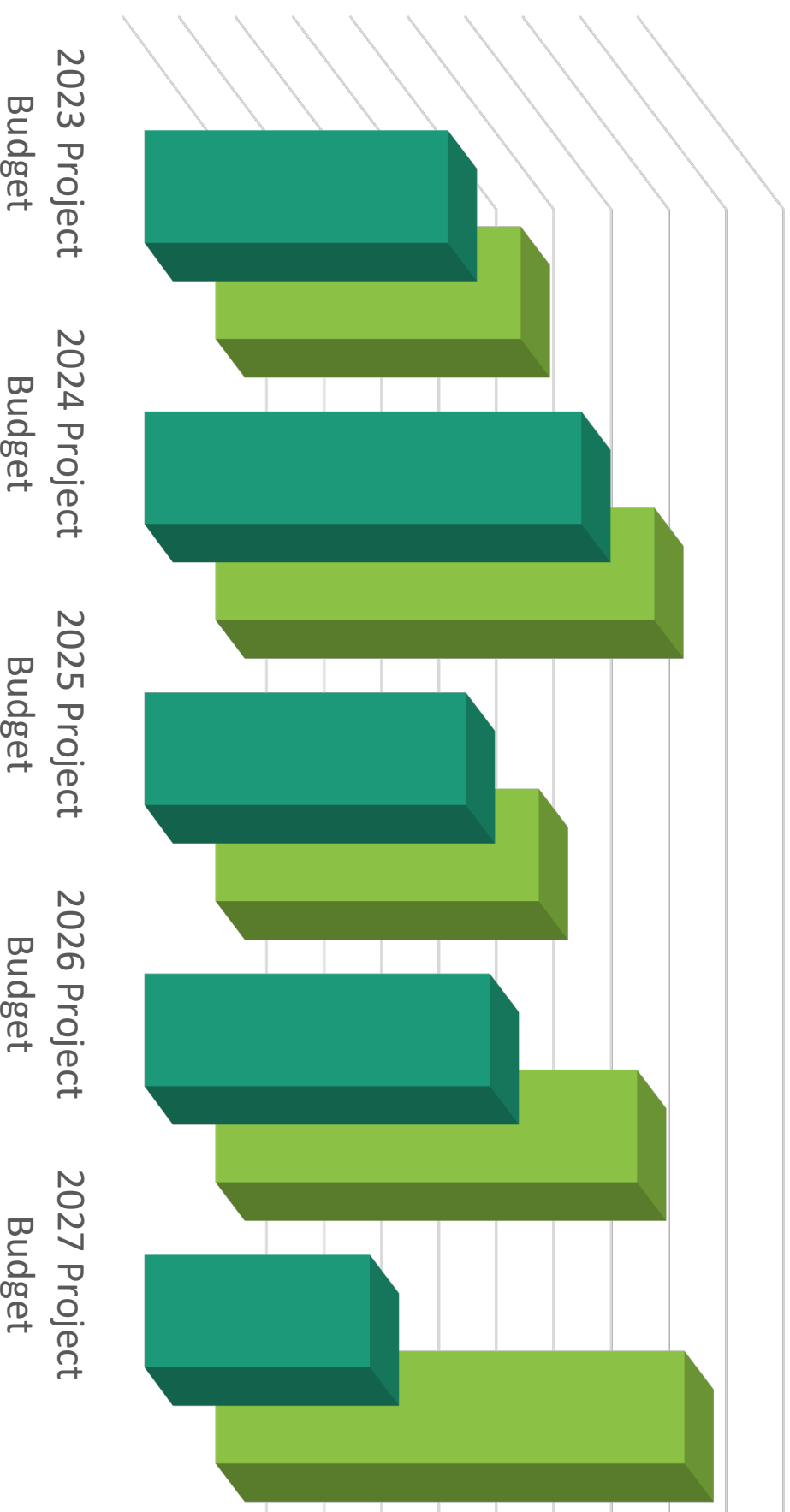
Impact on Median Valued Home by Year



2022 Storm Sewer Utility Charges By Property Classification

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$598,437.00	1.00	\$57.96/ Unit
Residential 4 or more Units	\$39,404.91	2.72	\$84.00/ Acre
Commercial	\$146,594.04	4.23	\$84.00/ Acre
Industrial	\$130,030.52	3.30	\$84.00/ Acre
Institutional	\$85,909.98	3.30	\$84.00/ Acre
Golf Courses	\$13,815.55	0.74	\$84.00/ Acre
Agricultural	\$9,497.30	0.25	\$84.00/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
Totals	\$1,023,689.30		

project only budgets to Implement 3/4ths (75%) of projected project cost per year on approved 5 year project table at 7% increase in SSU revenue per year (maintains minimum fund balance as required)



■ Available Project budget for this scenario

■ total project budget needed to implement 3/4ths of projects on 5 year table

Attachment 6

Resolution 04-2022
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Approving the 2023 Budget

Resolution 04-2022 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the 2023 Budget as recommended by the 2023 Budget /Finance Subcommittee and the attendant information. The 2023 budget and footnotes are attached to this Resolution, and

Whereas, Total revenue for 2023 is projected at \$1,774,735 of which \$1,090,887 is from the VLAWMO Storm Sewer Utility (7% increase in the VLAWMO Storm Sewer Utility from 2022) and the remainder of the revenue being from a MPCA 319 Grant, BWSR Watershed-based grant, partnership from local communities, proposed project agreement with North Oaks Company, Fund balance carryover from 2022, and fees/investment income.

Whereas, the total expenditures for 2023 is projected at \$1,774,735 which will be paid utilizing: 1) \$1,389,451 of VLAWMO funds/ carry over funds from 2022, and 2) \$385,284 of loans, grants and partnerships funds.

Therefore be it resolved that the 2023 Budget, dated 6-22-2022 is approved.

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>Steve Rusek</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</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"/>

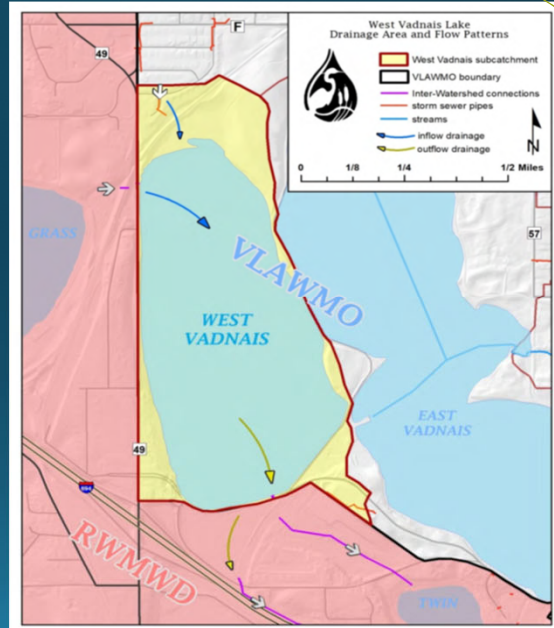
_____ Board Chair Date

_____ Attest Date

Agenda Item VI.2.

Consider Motion Regarding
RWMWD's Request to Pursue
Boundary Change for the West
Vadnais Lake Drainage Area

June 6, 2022
VLAWMO Board meeting



Outline

1. Recent Background
2. Some takeaways from the May 3 and May 17 City Council workshop meetings & June 6 VLAWMO Subcommittee meeting
3. Staff Perspectives Based on Discussions to date
4. Subcommittee Recommendation
5. Board Requested Action
6. Possible next steps

Recent Background

- **March 23 Subcommittee meeting-**
 - Summarized outcomes from the March 3 RWMWD Board meeting (as was directed to attend at the December 2021 VLAWMO Board meeting)
 - Discussed pros and cons of the RWMWD request
 - Reached consensus to request feedback from the City of Vadnais Heights council before VLAWMO would continue it's consideration
- On **April 20**, RWMWD President Larry Swope sent a letter to the VLAWMO Board (sent to VLAWMO Subcommittee on April 21, 2022) – see **attachment 1**:
 - summarizes the requested RWMWD management/maintenance costs in the W. Vadnais drainage area;
 - Summarized RWMWD's rationale for boundary change.
- Per subcommittee request, VLAWMO and City staff attended the May 3 and May 17 City council workshop meetings to discuss this topic with the Council.

Some takeaways from the May 3 City Council workshop meeting

- City Council members asked several questions of City and VLAWMO staff regarding overall background and intent of the RWMWD including :
 - Permitting authority/regulations and economic development?
 - Representation and responsiveness of the RWMWD?
 - Benefits to City and VLAWMO?
 - What would RWMWD mangment look like /what would then do different?
 - What would a joint management approach look like?
 - Costs to homeowners?
- Given the nature of the questions, the Council directed staff to invite Tina Carstens with RWMWD to attend a future workshop meeting.

Some takeaways from the May 17 City Council workshop meeting

- *Tina provided the following feedback to Councils questions:*
- W. Vadnais Lake is an important “piece of the puzzle” to their management the entire “chain” comprehensively..
- RWMWD permitting is already done in City. City staff noted that the current systems works well. She noted that RWMWD would not impede economic development.
- If RWMWD were to lead in the TMDL that the process would be transparent.
- RWMWD would manage the lake comprehensively (given they manage the upstream and downstream).
- That the boundary change would eliminate an additional layer- two watershed organizations having to reach agreements on management.
- **At the end of the May 17 workshop, the Council appeared to provide consensus that it would “comfortable in continuing the conversation” related to the RWMWD request.**

Some takeaways from the June 6 VLAWMO Subcommittee meeting

- Tina also attended this meeting and provided responses to some followup questions from the May 17 City workshop meeting:
 - She noted that RWMWD is no longer interested in pursuing a “joint management” option
 - She acknowledged that the affect residential landowners (around 34 residents) would pay roughly on average around \$50 /yr. more in RWMWD per 2022 levy amounts and also provided a commercial tax levy example similar to a site that may be affected by the proposed boundary change.
- Staff also provided an overview of background, a summary of staff technical perspectives, and a staff recommendation.
- Upon further discussion the subcommittee reached consensus on a recommendation to the full board for the June 22 VLAWMO Board meeting.

Staff Perspectives Based on Discussions to Date

- Technically and from a watershed management standpoint, West Vadnais Lake is not in the VLAWMO hydrologic watershed. The current political boundary includes both entities managing in-lake water quality.
- VLAWMO would likely bear some of (most?) the cost of implementing future in-lake management and the TMDL planning with the current political boundary
 - “Protecting” Investment of a possible alum treatment given it will not be directly managing watershed loadings. Who pays?
 - The management of the in-lake water quality is linked to upstream and downstream water management (VLAWMO doesn’t/will not manage).
- Questions posed to RWMWD staff at the May 3/May 17 City workshops and VLAWMO Subcommittee meeting regarding permitting, costs, responsiveness and intent were responded to.

VLAWMO Subcommittee Recommendation from the June 6 meeting

- The subcommittee recommended at their June 6th meeting (consistent with the Staff recommendation) that the full Board approve a motion identifying that VLAWMO would support the RWMWD requested boundary change process pending :
 1. City support of the process
 2. That this motion does not prevent VLAWMO Board’s future consideration of the required formal boundary change concurrence resolution (but does provide for a preliminary indication of support of starting the process)
 3. RWMWD files petition and administers process

Requested Board Action

Moved by Director _____ and second by Director _____ to approve staff responding to RWMWD's April 20, 2022 letter by identifying that VLAWMO would support the RWMWD requested boundary change process pending :

1. City support of the process
2. That this motion does not prevent VLAWMO Board's future consideration of the required formal boundary change concurrence resolution (but does provide for a preliminary indication of support of starting the process)
3. RWMWD files petition and administers process.

Possible Next Steps

- VLAWMO Full Board discussion and consideration – tonight
- Informing the City of Vadnais Heights on the VLAWMO Board decision.
- RWMWD Board considers responses from the VLAWMO and City

TO: Vadnais Lake Area Watershed Management Organization Board of Directors
SUBJECT: West Vadnais Lake (WVL) Management
DATE: April 20, 2022

This letter is a follow-up to the discussion that the RWMWD Board of Managers had at its regular meeting on March 2, 2022, with a subcommittee of the VLAWMO Board of Directors. After that discussion, RWMWD indicated we would provide information to the full VLAWMO Board of Directors regarding the management of WVL to date and the rationale for a boundary change. The RWMWD board again discussed this at their April 6 meeting. It directed me to contact you regarding the next steps in pursuing a potential boundary change for the West Vadnais Lake subwatershed from VLAWMO to RWMWD.

WVL is unique in that it is in the middle of a significant RWMWD drainage way. This situation was created when the RWMWD incorporated the Grass Lake Area Water Management Area in 2013.

Water from RWMWD comes into WVL from Grass Lake from the west and exits WVL back into RWMWD to the south. The attached map shows those two points with red arrows. The flow from Grass Lake into WVL is near the end of a chain of lakes drainage from Bennett Lake in Roseville through Lake Owasso and Wabasso and then into Grass Lake. You'll see on the map that the direct drainage to WVL is small, and most of the drainage coming to WVL during normal to wet years comes from Grass Lake.

For much of 2014-2020, Grass Lake and surrounding areas experienced record precipitation levels, and the outlet of WVL is small, which caused water to be backed up and held in WVL and Grass Lake. Because of the prolonged nature of those high water levels, flooding of surrounding areas occurred, including the Snail-Vadnais Regional Park, Rice Street, Gramsie Road, Crestview Addition, and Twin Lake.

In July of 2019, the RWMWD Board of Managers considered the role WVL plays in managing flow in the watershed (attached memo dated July 2, 2019) and elected to continue the cooperation model with VLAWMO and not pursue a boundary change at that time. However, since then, the RWMWD has made several investments in the WVL area and the areas up and downstream of WVL to help manage flood risks. These improvements to the inflow and

outflow from WVL caused us to reexamine the role of WVL in our flood control strategy, along with the issue of water quality feeding the water bodies downstream of WVL.

Below is an accounting of much of the work that RWMWD did during those years to address flooding concerns in the area. This information includes a description of the work the RWMWD board has deemed necessary to manage the flood risk in this area. We have also included the ongoing inspection and maintenance needs. You can reference the map for the locations of this work.

Map ID 1 – In-Lake Vegetation Clean-Out

Why: To encourage positive drainage from Grass Lake to West Vadnais Lake and lessen the flood risk to Rice Street. It included excavating and removing cattails in front of the pipe under Rice Street and into WVL—needed to bring in an aquatic harvester due to unsafe conditions for an excavator.

When: Last completed in 2018

Cost: \$18,000

Inspection and Maintenance: This area is inspected several times a year, but a subsequent cleanout has not been necessary to date. Cattail growth may become more prevalent with the lowering of the outlet (see below), exposure of sediment and lake bed material, and future cleanouts may be recommended. The cost to remove that material is expected to go up based on the need to hire specialized equipment to reach this difficult location. This project is entirely in the VLAWMO area.

Map ID 2 – Vadnais Blvd Twin Pipes

Why: Previously, one 12-inch pipe connected the main WVL to the triangle wetland to the south, which contains the lake's outlet. There was a water level difference between the two water bodies. The one pipe was replaced with two 22" x 13" pipes to encourage sufficient flow between the two water bodies.

When: Completed in 2018

Cost: \$25,000

Inspection and Maintenance: These pipes are inspected several times a year to ensure no blockage in the pipe. To date, no blockages have been found, and no extra costs have been incurred. It should continue to be inspected. As long as it stays clear, maintenance costs are low for this project. This project is right on the border between VLAWMO and RWMWD.

Map ID 3 – West Vadnais Lake Overflow Bypass System

Why: When water levels were extremely high in WVL in 2019, the overflow found its way to a pipe system under Five Star Estates and into Twin Lake, causing concern for a low home on the lake and water quality in Twin Lake. A permanent sump area was placed between the triangle wetland and Five Star Estates to collect potential overflow water from West Vadnais Lake. A pump and pipe system would be in place to take that water from the sump to ponds along the I-694 right of way and into the Owasso Basin/Gervais Creek system. This overflow water would then bypass Twin Lake, where it ultimately reached before the bypass system was in place. Along with the sump system, the berm along the triangle wetland was re-established, and some trees were removed to keep the water in the wetland at the 884 elevation. A swale from the triangle wetland to the sump area was also established. After construction, water levels have been low enough not to require pumping from this sump, but it is in place for future needs.

A water level monitoring station (Map ID 5) was installed in WVL to monitor the water levels remotely and put into action a pumping plan if needed.

When: Completed in 2020

Cost: Berm Re-establishment and Swale: \$84,000
Bypass System Sump: \$25,000

Inspection and Maintenance: The water level station is monitored frequently to determine if bypass pumping will become necessary. Alerts in the system will also alarm staff of a need. The berm and swale are inspected annually. This project (except for the water level monitoring station) is entirely in the RWMWD. The water level monitoring system is located on the main part of WVL, north of Vadnais Blvd.

Map ID 4 – West Vadnais Lake Outlet

Why: This part of the system is the ultimate outlet of WVL and the Owasso Chain of Lakes system. Due to high flood levels in WVL and Grass Lake, the district performed many studies to look at the possibility of removing floodwaters from the lake through pumping or gravity flow between WVL and East Vadnais Lake. Those projects were deemed infeasible. But to provide future flood storage, it was determined that lowering the outlet of WVL would provide flood storage in the lake after water levels return to a more normal state (as it did in 2021). As part of this project, vegetation was removed from the flow path in the triangle wetland that leads to the outlet. Vegetation removal and a new flared end structure on the outlet was installed in 2018, and the lowering of the outlet by 0.8 foot was completed in 2020. Before the outlet lowering, VLAWMO requested an Environmental Assessment Worksheet (EAW) to determine the impacts on the lake and adjacent wetland areas due to the lowering of the outlet. Since the outlet lowering, we have experienced average and below-average rain years, and the level of

WVL reached the new lowered outlet elevation. Also, in this area, natural resources staff have partnered with VLAWMO to complete a fish survey and install a carp barrier to prevent carp migration through the system and remove fish from the system to improve water quality.

When: Completed in 2018 and 2020

Cost: 2018 West Vadnais Lake to East Vadnais Lake Water Quality Treatment Study: \$26,000
2018 West Vadnais Lake to East Vadnais Lake Gravity Flow Feasibility Study: \$48,000
2018 Triangle Vegetation Removal: \$18,000
2018 Flared End Size Increase + Engineering: \$67,000
2019 WVL Outlet Lowering EAW Engineering Process: \$44,000
2020 Triangle Vegetation Removal and Outlet Lowering + Engineering: \$160,000
2020 West Vadnais Lake to South of I-694 Conveyance Feasibility Study: \$56,000
Total Cost: \$393,000

Inspection and Maintenance: The outlet structure for WVL is on a rotation of inspections of trash racks throughout the district that is needed to ensure positive drainage of our systems. It is inspected for blockages, and blockages are removed if discovered. This project is entirely in the RWMWD.

Various studies were pursued in 2018 to determine if projects could be completed to remove water from West Vadnais Lake to lower water levels in the entire system. One particular study of importance to this continued conversation was the West Vadnais Lake to East Vadnais Lake gravity flow feasibility evaluation. I have sent this memo to VLAWMO staff, and it is also attached here for your information.

This study aimed to determine if enough subsurface flow was occurring between WVL and EVL that the purposeful lowering of EVL would encourage gravity flow from WVL. The evaluation showed insufficient subsurface flow between the lakes to make that a feasible option to reduce flood levels. After this study, the RWMWD determined the most feasible project to pursue was lowering the West Vadnais Lake outlet.

Boundary Change Rationale

The RWMWD also views this study as verifying that WVL and EVL are not highly hydrologically connected. Therefore, WVL plays a more significant role in the RWMWD watershed, and because of the flood risk issues, we will need to actively manage the drainage through WVL. This is the main reason why the RWMWD board of managers would like to pursue a boundary change with the VLAWMO board.

The second reason is the water quality of WVL. As you know, WVL is on the state's impaired water list and is due for a TMDL study in the next several years. Again, because of the unique position of the lake, a large external load contributing factor is coming from the Grass Lake

drainage path (in RWMWD), into WVL, and then out again upstream of our Phalen Chain of Lakes. We appreciate the steps taken by VLAWMO to study the lake's characteristics and work with our staff on rough fish management. With a potential boundary change, the RWMWD assumes future responsibilities for water quality improvement in WVL. This is an appropriate role for RWMWD, considering the inputs and location of the output of the lake. It seems fair and reasonable for RWMWD to manage that work.

Because of the above situation, it makes sense to our board to pursue this boundary change. The scope of this is narrow. We propose including the subwatershed area tributary to WVL and the lake area itself. There are approximately 180 parcels in the whole subwatershed to WVL. Of those 180 parcels, approximately 47 of them are outside of RWMWD and in the VLAWMO legal boundary. A review of those 47 parcels shows that eight of them are in public ownership, five of them are commercial properties, and 34 parcels are residential properties. Further evaluation will be done by staff on the impact on those property owners. We would propose a joint outreach process to those affected properties.

The RWMWD Board of Managers has considered the options for the most effective management of our watershed district, including WVL. We appreciate the ongoing partnership between the two watersheds in many different program areas. We believe that our administrative staff can work with yours to continue that work and provide the best outcome for both watersheds. We look forward to your response to this request to pursue a boundary change and establishing the next steps in this process.

Sincerely,



Lawrence Swope, RWMWD Board President, on behalf of the RWMWD Board of Managers

cc: Tina Carstens, RWMWD Administrator
Phil Belfiori, VLAWMO Administrator



West Vadnais Lake Management Discussion

Points of Interest
 RWMWD/VLAWMO Boundary

Water Bodies
 West Vadnais Lake Drainage Area (DNR8)

Cities

Major Flow Arrows

0 500 1,000 2,000 Feet

▲ NORTH

Map ID	Location
1	In-Lake Vegetation Clean-Out
2	Vadnais Blvd Twin Pipes
3	West Vadnais Lake Overflow Bypass System
4	West Vadnais Lake Outlet
5	West Vadnais Lake Auto Lake Level Monitoring Station

TO: Board of Managers and Staff
FROM: Tina Carstens, Administrator
SUBJECT: **Boundary Change with Vadnais Lake Area Watershed Management Organization (VLAWMO)**
DATE: July 2, 2019

At the June 6, 2019 board of managers meeting, the board requested that I prepare information for discussion regarding the process of adding West Vadnais Lake (WVL) into the district by way of boundary change. I provided information on the two Minnesota state statutes that govern watershed management organizations and how they request boundary changes from the Board of Water and Soil Resources (BWSR). There was a question of how long a boundary change would take to go through the process. The process includes; preparing a petition with the data required of the statute including the production of the change in boundary legal description and a letter of concurrence from VLAWMO. BWSR also has a process which includes the publication of notice and invitation to request a hearing and then either a public hearing or a decision by the BWSR board at a meeting at least 30 days after the last publication of notice. If all went as planned, I would anticipate the process taking 6 months to complete.

As for the decision on whether or not to pursue a boundary change, I see that we have three options:

1. VLAWMO continues to manage West Vadnais Lake in their watershed.
2. RWMWD pursues a boundary change and incorporates West Vadnais Lake.
3. A joint management plan is developed for West Vadnais Lake between the two watersheds but the lake stays in VLAWMO's jurisdictional boundary.

1. VLAWMO continues to manage West Vadnais Lake in their watershed.

OR

2. RWMWD pursues a boundary change and incorporates West Vadnais Lake.

VLAWMO staff have indicated to me that they would like to keep WVL in their watershed due to the historical significance of the waterbody to their watershed. I have attached some information from VLAWMO's website regarding West Vadnais Lake to this memo for your information. (Please note that I did discover some misinformation on the website that I will work with VLAWMO to correct)

WVL is an impaired water body. VLAWMO accelerated their plans to complete a TMDL on WVL from 2022 to 2020. They started the pre-work this year in collecting the bathometric data that we are then using to support the EAW work for the outlet lowering. If VLAWMO continued to manage WVL, following the TMDL report and implementation plan, their board would make decisions on timing for implementation of the recommended actions in their plan. I would expect VLAWMO staff to still work with us on managing the lake and we would certainly be part of the process to develop a plan for the lake but the ultimate management decisions would be on the VLAWMO board only. VLAWMO has more limited funding and likely higher priorities than the management of WVL and therefore the actions may not come as quickly as we would like to see for the benefit of our District.

Conversely, if WVL were in RWMWD, we would be inheriting an impaired water body and would then need to complete a TMDL study, an implementation plan, and do a plan amendment to incorporate the new area and information into our management plan. RWMWD board would also need to make management decisions on priorities across the district for managing the water quantity and quality levels of the lake. The subwatershed area of WVL is small if you look at what directly drains to WVL (outside of what comes from Grass Lake), likely the internal load of phosphorus is the major driver of water quality and therefore we can make some assumptions for what it might take to address the internal load reduction needs. The board may also choose not to act on managing the internal load of WVL based on district wide priorities. Typically, the district has first sought out projects that address the external load before taking steps to address internal load as was done in Kohlman Lake as well as Wakefield and Bennett.

Making some (big) assumptions for how the district might manage WVL based on similar impaired water studies and implementation in the district the following are potential

costs to managing WVL in RWMWD. These are gross estimates assuming that management of West Vadnais Lake would take a similar path to the one we took with Kohlman Lake, requiring the same level of treatment for macrophytes and internal load, scaled up for size.

- Incorporation of WVL into the RWMWD Watershed Management Plan - \$25,000 (one time cost)
- TMDL and Implementation Plan: \$100,000 (one time cost)
- Water Quality Monitoring - \$4,500 a year
- Carp Management (WVL and Grass system) - \$100,000 for at least a few years
- Macrophyte management plan, Internal load treatment and in-lake modeling - \$150,000 (mostly one time cost except for updates as needed)
- Internal load lake treatment (spring/fall, permitting, documentation and assistance)- \$760,000
- Macrophyte management (applications, permitting, documentation and assistance) - \$560,000 (spent over 10 years)

As for water level management, the district already has control and ownership over the outlet to WVL and it is located within our jurisdiction. We worked with the property owners to manage and maintain flow paths to and from the lake. Even if WVL would have been in the district, the information we are completing for the outlet lowering EAW is required through the DNR permitting process. The EAW process adds some extra steps and time but as of now we are in the middle of that process and will be completed before a boundary change would be.

I understand the logic in having WVL incorporated into the district based on the hydrologic connection as well as the impact (real or potential) to other district resources, but I also think there could be another option as described below.

3. A joint lake management plan is developed for West Vadnais Lake between the two watersheds but the lake stays in VLAWMO's jurisdictional boundary.

If VLAWMO is not interested in handing over the jurisdiction of WVL to RWMWD, a potential option is to develop a joint lake management plan. This could be a formal joint powers agreement or a memorandum of agreement that recognizes the combined interests of the two watersheds and formalizes the goals of both entities. In this case, we would jointly determine the goals for the lake through the TMDL process as well as

share in the financial responsibility in the implementation plan. This would take significant coordination between staff, consultants and both entities boards but it doesn't seem out of the realm of possibility. Certainly, both entities will have different goals but the agreements could be spelled out specifically to which entity would complete which project or in some cases, they would be completed jointly and paid for together. Once the TMDL and implementation plan was in place, each entity would amend their watershed management plan with the activities moving forward.

As was discussed at previous board meetings, a joint meeting between the VLAWMO and RWMWD's boards would provide a nice opportunity to discuss the outlet lowering EAW, a potential boundary change and also our concerns and potential goals for WVL. If a joint management plan is appeals to you, this would also be a good venue to discuss that option. The VLAWMO board has indicated they have availability in the evening of July 30th or 31st. We can discuss at our meeting if that will work for you.

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To: VLAWMO Board of Directors

From: Dawn Tanner

Through: Phil Belfiori

Date: June 15, 2022

Re: VI. 3. Consider contract & scope of work with engineering design firm for design of Wilkinson BMP

VLAWMO staff sent out the Request for Proposals (RFP) for engineering to advance and complete engineering design, facilitate and complete permitting, prepare final plans and specifications, lead the bid request and selection process, and conduct oversight and inspection during construction of the Wilkinson BMP Project as described and Board authorized at the April regular Board meeting.

Consistent with VLAWMO Professional Services policy (10/26/2016) and requested addition by the Board, VLAWMO staff submitted the RFP to 4 qualified firms. Firms included: HR Green, Barr Engineering, Houston Engineering, Inc., and Stantec. The RFP announcement was posted on the VLAWMO website. Three additional firms requested the RFP after viewing the notice on the website. A total of 7 firms received the RFP.

Three engineering proposals were received by VLAWMO. Proposals were received from: HR Green, Barr Engineering, and Houston Engineering, Inc. Proposals were evaluated/scored by VLAWMO staff.

Consistent with the Memorandum of Understanding (MOU) with North Oaks Company/North Oaks Farms (NOC/NOF), consultation and review by NOC/NOF was conducted on May 26, 2022. NOC/NOF is a cash-match partner in the project, providing \$118,152, which is 50% of the VLAWMO cash match required for the grant. NOC/NOF also represents the landowner where the project is being built and is a signatory on the project easement.

A scoring rubric with 100 total possible points and space for comments was used to evaluate proposals (attached). A synthesis including average of numeric scores and compiled comments received for each proposal is included for the subcommittee to discuss as they consider their recommendation to the full Board. Review and scoring was provided by 3 members of VLAWMO staff and 2 members of NOC/NOF staff (but note that these 2 responses were compiled into a single score instead of 2 separate "votes" when average scores were calculated). Subcommittee members were invited to use the scoring rubric to assign their own scores to be incorporated for this Board meeting.

The original RFP is provided for reference here:

https://www.vlawmo.org/index.php/download_file/3992/

Engineering firm and total cost for proposals received:

Engineering firm	Total cost
Houston Engineering, Inc.	\$130,156
Barr Engineering	\$246,480
HR Green	\$118,000

VLAWMO staff met with the Policy and Personnel Subcommittee on June 6, 2022. During the subcommittee meeting, VLAWMO staff requested that the subcommittee:

- 1) Discuss engineering proposals received along with the scoring provided by VLAWMO staff
- 2) Consider if an interview with candidate firms was desired to provide an opportunity for the VLAWMO Board to ask questions of the engineering firms
- 3) If possible, develop a consensus recommendation to provide to the Board for the June 22, 2022, Board meeting
- 4) Consider a 15% contingency to add to the recommended proposal, recognizing that the project is still in an early design/concept phase, construction oversight and inspection may need to be adjusted to protect VLAWMO depending upon final design, and the construction market is highly volatile at this time

The Subcommittee provided discussion and was able to come to a consensus recommendation for Houston Engineering, Inc. (HEI), to be the contracted engineering firm to provide design through engineering oversight and construction to the Wilkinson BMP Project with a 15% contingency so that VLAWMO staff can react to possible changes during the project without requiring a delay, while waiting for an upcoming Board meeting, or requiring a special meeting. The attached PowerPoint presentation provides more details about evaluation for each proposal.

Following the Subcommittee recommendation, VLAWMO staff confidentially contacted HEI to discuss possible modifications to the sample contract that was provided as part of VLAWMO's original RFP. With support from VLAWMO's legal counsel, changes were made so that a final contract could be included for consideration at the June 22 VLAWMO Board meeting.

Attachments:

- 1) **PowerPoint for Board meeting**
- 2) **Resolution 05-2022**
- 3) Blank rubric for subcommittee members to provide scores for inclusion to the full Board
- 4) Synthesis of scores received from VLAWMO and NOC staff
- 5) RFP for Wilkinson BMP Project (linked included above)

Requested actions: VLAWMO staff request that the Board authorize VLAWMO staff to:

- Authorize Resolution 05-2022, which approves and authorizes VLAWMO staff to move forward and sign the contract between HEI and VLAWMO for engineering services for \$130,156 with non materials changes and upon advice of counsel;
- Authorize a 15% contingency (\$19,523.40) for the VLAWMO Administrator to approve if unforeseen changes occur;
- Notify engineering firms that submitted proposals regarding the award decision
- Continue development of the Wilkinson BMP Project

Proposed Motion

Moved by Director _____ and second by Director _____ to approve resolution 05-2022

Attachment 1

Authorize Subcommittee recommendation for engineering award for Wilkinson/319 BMP Project

June 22, 2022, VLAWMO Regular Board Meeting

Request for Proposals for the Wilkinson BMP Project



- As authorized by the Board in April, VLAWMO staff sent the Request for Proposals (RFP) for engineering to 4 qualified firms and posted it on the website. The RFP requests that firms submit a proposal to:
 - Advance and complete engineering design
 - Facilitate and complete permitting
 - Prepare final plans and specifications
 - Lead the bid request and selection process
 - Conduct oversight and inspection during construction of the Wilkinson BMP Project

Vadnais Lake Area Water Management Organization

RFP sent to:



- HR Green
- Barr Engineering
- Houston Engineering, Inc.
- Stantec

- 3 additional firms requested the RFP after viewing the notice on the website for a total of 7 firms that received the RFP

- 3 engineering proposals were received by VLAWMO
- Proposals received from: HR Green, Barr Engineering, and Houston Engineering, Inc.
- Proposals were evaluated/scored by 3 VLAWMO and 2 NOC staff

Vadnais Lake Area Water Management Organization

Review of proposals



- Consistent with the Memorandum of Understanding (MOU) with North Oaks Company/North Oaks Farms (NOC/NOF), consultation and review by NOC/NOF was conducted on May 26, 2022

- NOC/NOF is a cash-match partner in the project, providing \$118,152, which is 50% of the VLAWMO cash match required for the grant

- NOC/NOF also represents the landowner where the project is being built and is a signatory on the project easement

Vadnais Lake Area Water Management Organization

Review of proposals



- A scoring rubric was developed in advance by VLAWMO staff with 100 total possible points and space for comments
- Rubric was used to evaluate proposals
- A synthesis including average of numeric scores and compiled comments received for each proposal is included for the subcommittee to discuss

Vadnais Lake Area Water Management Organization

Rubric



- Subcommittee members are requested to use the rubric to assist in guiding their review of the proposals.
- Note abbreviated slightly to allow display on the slide

Description of scope and design elements	Construction oversight and inspection	Previous project success	Familiarity with VLAWMO	Budget	Personnel detail	Conflict of interest	Contract accepted	Total	Rank	Total hours	Cost within 20%-25% of total	Comments
15 pts	25 pts	10 pts	15 pts	20 pts	15 pts	Y/N	Y/N	100			Y/N	

Vadnais Lake Area Water Management Organization

Results using the rubric- Staff review



Engineer	Description of Scope and Anticipated Design Elements (15 pts)	Construction Observation, Administration, and Inspection (25 pts)	Similar Previous Project Success (10 pts)	Familiarity with VLAWMO/recent projects (15 pts)	BUDGET (20 pts)	PERSONNEL DETAIL (15 pts)	TOTAL (100 pts)	RANK
Houston Engineering Inc	12	22	8.25	13.5	18	13	87	1
Barr Engineering	14.4	12.4	9.5	14.5	8.75	13.75	73	2
HR Green	11.5	17	7.25	8.75	13.75	12.5	71	3

Vadnais Lake Area Water Management Organization

Results using the rubric- staff review



Engineer	TOTAL (100 pts)	RANK	Total Cost (within 20%-25% of total project cost); Y/N
Houston Engineering Inc	87	1	\$130,156; Y
Barr Engineering	73	2	\$246,480; N
HR Green	71	3	\$118,000; Y

Vadnais Lake Area Water Management Organization

Comments on HEI: Score 87/100



- Most closely matches RFP's required scope of work
- Realistic budget with balanced towards inspection services
- Recent successful project with VLAWMO (ditch 13 maintenance & drainage system policy authors) and staff happy with their services overall in past projects
- Assumes model as received from Barr and no geotechnical? Could be underfunding because it appears they think there is more work (by Barr) than has already been done
- Upfront/proactive approach

Vadnais Lake Area Water Management Organization

Comments on Barr: Score 73/100



- Good familiarity with the site location and similar project successes
- Team qualifications section clear and detailed
- Very experienced staff
- Includes geotechnical modeling bearing capacity/settlement and outlet structure detail
- Did NOT provide budget for construction oversight and inspection
- Total cost of 246K is ~46% of total project (w/o construction inspection)
- *Note: Is the engineer firm for the landowner/NOC

Vadnais Lake Area Water Management Organization

Comments on HR Green: Score 71/100



- Overall, permitting, and construction management hours low
- Budget includes optional project manual, but development of post project maintenance is required part of budget per RFP scope of work
- Experienced, well-rounded team
- Misstates that the City has entered into a MOU with VLAWMO and that an off-line wetland is preferred option
- * Note: Engineer firm for the City of North Oaks/permitting authority for the project

Vadnais Lake Area Water Management Organization

Requested Action: Resolution 05-2022



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

1. Authorize Resolution 05-2022, which approves and authorizes VLAWMO staff to move forward and sign the contract between HEI and VLAWMO for engineering services for \$130,156 with non materials changes and upon advice of counsel;
2. Authorize a 15% contingency (\$19,523.40) for the VLAWMO Administrator to approve if unforeseen changes occur;
3. Requests that VLAWMO staff notify engineering firms that submitted proposals regarding the award decision
4. Requests that VLAWMO staff continue working with HEI to proceed with development of the Wilkinson BMP Project

Vadnais Lake Area Water Management Organization

**RESOLUTION NO. 05-2022
Of the Vadnais Lake Area Water Management Organization (VLAWMO)**

**A RESOLUTION APPROVING THE ENGINEERING CONTRACT FOR THE
WILKINSON LAKE BMP PROJECT (Project)**

Resolution 05-2022 was moved by Director _____ and second by Director _____.

WHEREAS, at the April 27, 2022, VLAWMO regular Board meeting, the VLAWMO Board directed VLAWMO staff to send out the Request for Proposal (RFP) and Qualifications for the Wilkinson Lake BMP Project, North Oaks, MN, to 4 qualified bidders and post the RFP;

WHEREAS, VLAWMO staff sent out the RFP to the 4 requested qualified bidders and posted the RFP on the VLAWMO website on April 28, 2022;

WHEREAS, VLAWMO staff received a total of 7 requests for the RFP and promptly fulfilled each request;

WHEREAS, VLAWMO staff received 3 proposals by the deadline at 3:00 pm, May 24, 2022;

WHEREAS, 3 VLAWMO staff reviewed and evaluated each of the proposals using a pre-defined rubric for scoring;

WHEREAS, VLAWMO staff met with 2 NOC/NOF staff who also reviewed and submitted 1 completed rubric for inclusion in the review process;

WHEREAS, VLAWMO staff met with the VLAWMO Policy and Personnel Subcommittee on June 6, 2022, and presented the compiled evaluation of proposals received. The Subcommittee provided discussion, questions, qualitative evaluation, and a consensus recommendation to the full Board to:

- choose not to further consider an interview process
- accept the proposal submitted by Houston Engineering, Inc. for a total of \$130,156
- authorize a 15% contingency of \$19,523.40;

WHEREAS, the TEC has been informed and kept up-to-date on progress with regard to this project and understands that the engineering recommendation is being brought to the full Board at the June 2022 meeting;

WHEREAS, with the understanding of the Subcommittee, VLAWMO staff worked with the tentatively selected engineering firm and VLAWMO's legal counsel to achieve agreement on a contract prior to the VLAWMO Board meeting so that the contract could be presented to the Board without requiring a separate or special meeting;

WHEREAS, the resulting contract is provided in the June 22, 2022, Board packet

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

1. Approves and authorizes VLAWMO staff to move forward and sign the contract between HEI and VLAWMO for engineering services for \$130,156 with non-materials changes and upon advice of counsel;
2. Authorize a 15% contingency (\$19,523.40) for the VLAWMO Administrator to approve if unforeseen changes occur;
3. Requests that VLAWMO staff notify engineering firms that submitted proposals regarding the award decision;
4. Requests that VLAWMO staff continue working with HEI to proceed with development of the Wilkinson BMP Project.

Adopted this 22nd day of June 2022 on a vote of ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dan Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Rusek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Rafferty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Watson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patricia Youker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Lindner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BY THE VLAWMO BOARD

Chairperson

Attest: _____
Administrator

Engineer	Description of Scope and Anticipated Design Elements	Construction Observation, Administration, and Inspection	Similar Previous Project Success	Familiarity with VLAWMO/recent projects	BUDGET	PERSONNEL DETAIL	Possible Conflict of Interest Discussion	Contract accepted as is	TOTAL	Rank	Total Proposed Hours	Total Cost (percent of total budget is within 20%-25% of total project cost); Y/N	COMMENTS and RATIONALE
	(0 - 15 pts.)	(0 - 25 pts.)	(0 - 10 pts.)	(0-15 pts.)									

Attachment 4

Engineer	Description of Scope and Anticipated Design Elements	Construction Observation, Administration, and Inspection	Similar Previous Project Success	Familiarity with VLA WMO/recent projects	BUDGET	PERSONNEL DETAIL	TOTAL	Rank	Total Cost (percent total budget is within 20%-25% of total project cost); Y/N
	(0 - 15 pts.)	(0 - 25 pts.)	(0 - 10 pts.)	(0-15 pts.)	(0 - 20 pts.)	(0 - 15 pts.)	(0 - 100 pts.)		
Houston Engineering Inc	12	22	8.25	13.5	18	13	87	1	\$130,156; Y
Barr Engineering	14.4	12.4	9.5	14.5	8.75	13.75	73	2	\$246,480; N
HR Green	11.5	17	7.25	8.75	13.75	12.5	71	3	\$118,000; Y

To: VLAWMO Board of Directors

From: Brian Corcoran and Phil Belfiori

Date: June 22, 2022

Re: VI. 4. Consider Plans and Specs, license agreement with Township, and authorize solicitation of quotes for Biochar Project

SEH has completed the Whitaker Pond Biochar project plans and specs. Project will be an 1800sqft BMP roughly 15ft wide and 120ft long. Project will run along the west edge of Whitaker Pond in White Bear Township. Staff is requesting approval of plans and specs for filing and authorization to solicit quotes for the project.

A license agreement has been drafted by VLAWMO legal counsel between VLAWMO and the Township for access and use of Township property for the project. Staff understands that the Township approved the attached license agreement at the June 6, 2022 Town Board meeting. Staff is requesting approval of license agreement between VLAWMO and the Township for project construction, access and maintenance authorization.

Staff will be presenting the attached powerpoint at the upcoming June 22, 2022 VLAWMO Board meeting.

Staff request Board consideration of proposed motion:

Director _____ moves and Director _____ seconds to approve the Biochar project plans and specifications dated June 14, 2022 with non material changes and directs the solicitation of quotes for project construction. Furthermore the Board also approves the License agreement with White Bear Township with non material changes and upon advice of Counsel and authorize the Board Chair and Board Secretary to Sign.

Attached:

- 1. PowerPoint slides
- 2. License agreement with White Bear Township- unsigned (Township signed version requested from Township staff)
- 3. Project Plan sheets and Specs

Agenda Item VI. 4.

Attachment 1

Consider Plans and Specs., License Agreement with Township, and Authorization to Solicit Quotes for Biochar Project

June 22, 2022
VLAWMO Board Meeting



Background- Biochar Project At Whitaker Pond

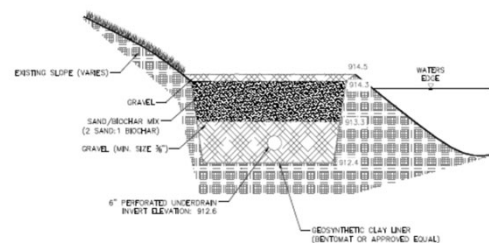
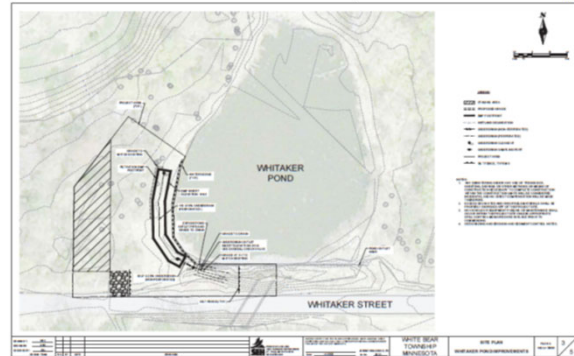
- At the February 2022 Board meeting staff presented background related to relocating the proposed Biochar project from the Lambert site (deemed by SEH not feasible) to the Whitaker Pond site
- Upon further discussion, the Board approved the scope of services for engineering design services with SEH for final design and development of plans /specs. For the Biochar Project at Whitaker Pond.
- Since February 2022 Board meeting:
 - SEH has completed necessary design work to facilitate completion of the final plans and specs that have been incorporated into the Board meeting packet.
 - In close coordination with VLAWMO attorney, staff coordinated with WB Township staff and Township board to obtain approval of license agreement for project construction access and maintenance access (See Attachment 2)
 - VLAWMO staff has worked to coordinate review of the wetland delineation for the site pursuant to the WCA and also completed a “no-loss” WCA application and exemption for the project.

Financial background

- Proposed project budget
 - \$59,175 grant dollars (319 grant)
 - \$33,000 BWSR 21-23 WBIF grant as local match
 - The local match amount needed is included in the approved VLAWMO 2022 budget for Lambert Creek Subshed (\$70,000)
- Total budget available : \$162,175
- Board approved (Feb 2022) scope of services with SEH for engineering design: \$34,175
- Apx. Budget remaining: \$128,000
- Based on SEHs Engineering's estimated cost for construction and inspection services as provided as part of the final design, the Project is anticipated to be below this total budget remaining

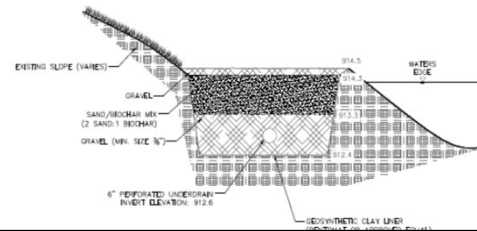
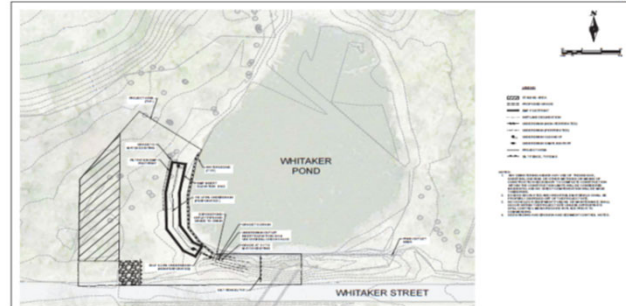
Overview/Summary of proposed Plans and Specs.

- Project will run along the west edge of Whitaker Pond in White Bear Township.
- Project will be an 1800sqft BMP roughly 15ft wide and 120ft long.
- Water from the pond will “bounce” into the bench and filtrate through the medium and into the subsurface drain.
- Subsurface Drain with clean outs (2) and a water quality sampling port



Overview/Summary of proposed Plans and Specs.

- Access via Whitaker Street
- City of White Bear Lake has allowed for mixing the Biochar /Sand to take place at one of their public works yards
- Dewatering of the Pond
- Includes a project completion date of December 31, 2022



Overview of License Agreement with WB Township

- A license agreement has been drafted by VLAWMO legal counsel between VLAWMO and the Township for access and use of Township property for the project.
- Provides for right for access for construction and for necessary maintenance of the system for the required 10 years.
- Township approved license agreement at the June 6, 2022 Township Board meeting.
- Contractor is responsible for obtaining necessary permits from Township

Next steps and anticipated schedule

- Work with Township on communication on project to residents
- Evaluate quotes and Board consider construction contract (August Board Meeting)
- Construct Project
- Monitor during year following completion

- Anticipated construction schedule: Fall/Winter 2022

Proposed Board action

Staff request Board consideration of proposed motion:

Director _____ moves and Director _____ seconds to approve the Biochar project plans and specifications dated June 14, 2022 with non material changes, directs the solicitation of quotes for project construction. Furthermore the Board also approves the License agreement with White Bear Township (attachment 2) with non material changes and upon advice of Counsel and authorize the Board Chair and Board Secretary to Sign.

PROJECT LICENSE AGREEMENT

THIS PROJECT LICENSE AGREEMENT (“Agreement”) is made this ___ day of _____, 2022, by the White Bear Township, a Minnesota public corporation (“**Town**”), in favor of Vadnais Lake Area Water Management Organization, a Minnesota joint powers watershed management organization (“**VLAWMO**”). This Agreement becomes effective on the date of the last party to execute it.

Recitals

- A. Town has an interest, either as fee title owner or holder of a conditional use deed from the State of Minnesota for park purposes, in the real property (PID Number 223022110075) in the plat of M. Dillon’s 1st Addition to White Bear, which contains approximately 6.2 acres, is part of Columbia Park, and is located immediately to the west of Whitaker Pond in White Bear Township, Ramsey County, Minnesota (“**Property**”);
- B. VLAWMO intends to construct, maintain, and repair a water treatment system located at the west side of Whitaker Pond on the Property to improve water quality (“**Water Treatment Project**”);
- C. Town previously granted VLAWMO a license to construct a wetland treatment system on the west side of Whitaker Pond and now VLAWMO requests a similar license to allow it to construct and maintain the Water Treatment Project;
- D. The parties desire to enter into this Agreement for Town to grant a temporary license to VLAWMO to allow it to access the Property to construct, maintain, repair, and remove the Water Treatment Project along the eastern side of the Property in accordance with the terms contained herein.

Terms of Temporary License

- 1. Recitals. The above recitals and attached exhibit are hereby incorporated herein and made part of the License.
- 2. Grant of Temporary License. For good and valuable consideration, receipt and sufficiency of which is hereby acknowledged by Town, Town grants and conveys to VLAWMO a temporary nonexclusive license over the entire area on the Property labeled as the Preliminary Project Area on the map attached hereto as Exhibit A (collectively the “Temporary License Area”). VLAWMO will access the Temporary License Area from Whitaker Street and confine its operations to the Temporary License Area.
- 3. Scope of Licenses. The temporary license granted herein includes the right of VLAWMO, its contractors, agents, employees, vehicles, and equipment to enter upon the Temporary License Area at all reasonable times for the purposes accessing, maintaining, repairing, improving, and removing the water treatment system installed as part of the Water Treatment Project, and all related purposes, together with the right to remove trees, shrubs or other vegetation in the Temporary License Area and to move, store, and remove equipment and supplies, and to

perform any other work necessary and incident to the Water Treatment Project. VLAWMO shall not undertake any construction activities within the Temporary License Area until Town approves the work plans for the Water Treatment Project. VLAWMO shall restore the Temporary License Area to its prior or better condition following any work by VLAWMO on the Water Treatment Project. VLAWMO and the Town agree to work cooperatively to identify and mark the trees to be removed as part of the Water Treatment Project.

4. Construction and Maintenance. The parties agree VLAWMO is solely responsible for the costs to construct, maintain, repair, and remove the Water Treatment Project. Town assumes no responsibility for the maintenance or operation of the Water Treatment Project by entering into this Agreement.
5. Environmental Matters. VLAWMO shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Temporary License Area or the Property prior to the effective date of this Agreement, unless VLAWMO contributed to such prior release or threat of release.
6. Binding Effect. The terms and conditions of this Agreement shall run with the land and be binding on Town and the successors and assigns of the Town.
7. Mechanics or Material Liens. VLAWMO will not allow any mechanic's or material liens to be placed against the Property as a result of any work or material provided by, or on behalf or with the approval of, VLAWMO.
8. Indemnification. VLAWMO agrees to defend and indemnify the Town and the Town's officers, and employees from and against (1) losses, costs, damages or expenses, including without limitation reasonable attorney's fees ("Costs") and (2) third party demands, claims, suits, causes of actions or liabilities ("Claims"), but only to the extent such Costs and Claims arise out of the negligent acts or omissions of VLAWMO's employees' contractors', and agents' in the exercise of the license rights granted in this Agreement.
9. Term. This temporary license commences as the date of the last party to execute it and shall expire 10 years from the date of completing construction of the Water Treatment Project, but not before the end of the minimum maintenance period established in the BWSR Grant agreement providing funding for the Water Treatment Project. Termination will occur automatically without further action by the parties.

[Signature pages follow]

VLAWMO:

**Vadnais Lake Area
Water Management Organization**

By: _____
Jim Lindner, Chair

Attest: _____
Patricia Youker, Secretary

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Jim Lindner and Patricia Youker, the Chair and Secretary, respectively, of the Vadnais Lake Area Water Management Organization, a Minnesota joint powers entity, on behalf of the entity.

Notary Public

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

CITY OF **Attachment 3**

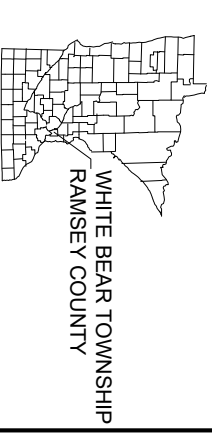
WHITE BEAR TOWNSHIP, MN

WHITAKER POND IMPROVEMENTS

GOVERNING SPECIFICATIONS
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION AND ALL SUPPLEMENTS THERETO SHALL GOVERN UNLESS OTHERWISE NOTED.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET NO.	INDEX	DESCRIPTION
1	TITLE SHEET	
2	STATEMENT OF ESTIMATED QUANTITIES	
3	ACCESS, STAGING, & REMOVAL PLAN	
4	SITE PLAN	
5-6	DETAILS & GENERAL NOTES	



PROJECT LOCATION

THIS PLAN CONTAINS 6 SHEETS.

- EXISTING
- RIGHT OF WAY
- PERMANENT EASEMENT
- PROPERTY LINE
- HORIZONTAL CONTROL POINT
- BENCHMARK
- SURVEY MARKER
- SOIL BORING
- SANITARY SEWER AND MANHOLE
- FM
- FORCE MAIN AND LIFT STATION
- SANITARY SEWER SERVICE & CLEANOUT
- WATER MAIN, HYDRANT, VALVE AND MANHOLE
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- GAS MAIN, VALVE, VENT AND METER
- HH
- HANDHOLE
- BURIED FIBER OPTIC CABLE AND MANHOLE
- FO
- BURIED PHONE CABLE, PEDESTAL AND MANHOLE
- TV-BUR
- BURIED TV CABLE, PEDESTAL AND MANHOLE
- TV
- BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
- P-BUR
- OVERHEAD WIRE, POLE AND GUY WIRE
- LIGHT POLE
- TRAFFIC SIGNAL
- STREET NAME SIGN
- Δ
- SIGN (NON STREET NAME)
- RAILROAD TRACKS
- +++++
- DECIDUOUS AND CONIFEROUS TREE
- o
- BUSH / SHRUB AND STUMP
- o
- EDGE OF WOODED AREA
- WETLAND
- WET
- BUILDING
- X
- FENCE (UNIDENTIFIED)
- X
- BARBED WIRE FENCE
- XC
- CHAIN LINK FENCE
- XE
- ELECTRIC WIRE FENCE
- XWD
- WOOD FENCE
- XWV
- WOVEN WIRE FENCE
- PLATE BEAM GUARDRAIL
- CABLE GUARDRAIL
- POST / BOLLARD
- o
- RETAINING WALL
- 6+00
- PROPOSED
- STREET CENTERLINE
- RIGHT-OF-WAY
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- CONSTRUCTION LIMITS
-
- SANITARY SEWER, BULKHEAD AND MANHOLE
- FM
- FORCE MAIN
-
- SANITARY SERVICE AND CLEANOUT
- WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
- WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
- WATER SERVICE AND CURB STOP BOX
- WATER SERVICE AND CURB STOP BOX
- ▲
- STORM SEWER, MANHOLE AND CATCH BASIN
- ▲
- CULVERT AND APRON ENDWALL
- ▲
- DRAIN TILE
- ▲
- DITCH / SWALE
- ▲
- RIPPRAP
- ▲
- STREET NAME SIGN
- ▲
- SIGN (NON STREET NAME)
- ▲
- RETAINING WALL

NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CLASS 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

ELEVATIONS SHOWN ARE IN NAVD88



Know what's below.
Call before you dig.

Signature Date: 06/14/2022	Signature Jeremy Walgrave, P.E. Lic. No. 43131	FILE NO. 159595	1 / 6
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APPROVED: _____ DATE _____
 Phil Bedford, Administrator
 VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION (VLAWMO)



SPECIFICATIONS:

1. THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND ALL SUPPLEMENTS THERETO SHALL GOVERN UNLESS OTHERWISE NOTED.
2. THIS PROJECT SHALL BE PAID BY THE LUMP SUM FOR THE SUCCESSFUL COMPLETION OF THE PROJECT IN ITS ENTIRETY.
3. ALL EXCESS MATERIAL FROM THE SITE INCLUDING TREES, STUMPS, AND EXCAVATED MATERIALS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF-SITE.
4. CONTRACTOR SHALL CONTACT GOPHER ONE TO LOCATE UTILITIES PRIOR TO EXCAVATION.
5. DEWATERING: WHITAKER POND CAN BE DRAWN DOWN DURING CONSTRUCTION. THE EXISTING 6" VALTERRA GATE VALVE CAN BE OPENED TO DRAW DOWN THE POND. THE VALVE SHALL BE CLOSED UPON COMPLETION OF THE PROJECT. ADDITIONALLY, A TEMPORARY DRAINAGE DITCH AND/OR PIPE CAN BE INSTALLED ALONG THE NEW PIPE ALIGNMENT TO FACILITATE DRAWDOWN OF THE POND. IF A DRAINAGE DITCH IS UTILIZED, TEMPORARY CONTROLS WILL BE NEEDED TO MINIMIZE EROSION AND SEDIMENTATION.
6. DO NOT DISTURB THE EXISTING WEIR STRUCTURE.
7. THE CLAY LINER SHALL BE BENTOMAT 600CL OR APPROVED EQUAL.
8. BIOCHAR SHALL MEET THE MINIMUM SPECIFICATIONS OF THE "NAKED CHAR" PRODUCED BY AMERICAN BIOCHAR, NILES, MICHIGAN. IF A DIFFERENT SOURCE OF BIOCHAR IS SELECTED, PRODUCT INFORMATION SHALL BE SUBMITTED TO THE OWNER AND ENGINEER FOR REVIEW AND APPROVAL. THE FOLLOWING PRODUCTS MAY BE USED AS AN ALTERNATE IF THEY MEET THE MINIMUM SPECIFICATIONS OF THE "NAKED CHAR."
 - a. AGRICULTURAL CARBONS PRODUCED BY NATIONAL CARBON TECHNOLOGIES, OAKDALE, MN
 - b. ROGUE BIOCHAR PRODUCED BY OREGON BIOCHAR SOLUTIONS, WHITE CITY, OR.
 - c. TERRA CHAR PRODUCED BY BIOENERGY INNOVATIONS GLOBAL, COLUMBIA, MO
9. THE SAND AND BIOCHAR SHALL BE THOROUGHLY MIXED INTO A HOMOGENOUS MIXTURE. THE BIOCHAR AND SAND CAN BE DELIVERED TO AND MIXED AT ONE OF THE FOLLOWING SITES:
 - a. (OLD) WHITE BEAR LAKE PUBLIC WORKS FACILITY
1890 WHITAKER STREET
WHITE BEAR LAKE, MN
(THIS SITE WILL HAVE TO BE ACCESSED OFF OF HOFFMAN ROAD GATE NEXT TO THE RAILROAD TRACKS)
 - b. WHITE BEAR LAKE PUBLIC WORKS FACILITY
3950 HOFFMAN ROAD
WHITE BEAR LAKE, MN
 - c. WHITE BEAR LAKE SHALL BE CONTACTED FOR DIRECTION ON WHICH SITE TO USE.
 - d. WHITE BEAR LAKE SHALL BE NOTIFIED OF DELIVERY, MIXING OPERATIONS, AND HAUL OFF OF THE BIOCHAR AND SAND AT LEAST 7 DAYS PRIOR TO EACH ACTIVITY.
 - e. ANY DAMAGES TO THE MIXING SITE SHALL BE REPAIRED IMMEDIATELY AND SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. ALL SAND AND BIOCHAR MATERIALS SHALL BE REMOVED FROM THE MIXING SITE.
10. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.
 - a. A TRAFFIC CONTROL PLAN SHALL BE SUBMITTED TO THE OWNER AND ENGINEER FOR ACCEPTANCE PRIOR TO EXECUTION OF ANY WORK ON SITE. THE TRAFFIC CONTROL PLAN SHALL CONTAIN A SCHEDULE AND DESCRIPTION OF THE SIGNAGE AND MATERIALS USED FOR TRAFFIC CONTROL.
 - b. NOTIFICATION TO VLAWMO, WHITE BEAR LAKE, AND WHITE BEAR TOWNSHIP SHALL BE PROVIDED AT LEAST 7 DAYS PRIOR TO THE START OF ANY WORK ON-SITE. ADDITIONAL NOTIFICATIONS AS NECESSARY WHEN THERE ARE DEVIATIONS FROM THE ORIGINAL TRAFFIC CONTROL PLAN AND SCHEDULE.
 - c. FULL CLOSURE OF WHITAKER STREET IS NOT ALLOWED. A MINIMUM OF ONE 12 FOOT WIDE SHALL BE MAINTAINED AT ALL TIMES.
 - d. "WORK AHEAD" SIGNS (OR APPROVED EQUAL) ARE REQUIRED TO BE IN PLACE ON BOTH SIDES OF WHITAKER STREET FOR THE DURATION OF THE PROJECT. ADDITIONAL SIGNAGE TO BE USED AS NECESSARY TO PROVIDE SAFETY TO THE TRAVELING PUBLIC.
11. EROSION AND SEDIMENT CONTROLS. THE EROSION AND SEDIMENT CONTROLS SHOWN ON THE PLANS ARE THE MINIMUM. ADDITIONAL PROTECTION SHALL BE USED AS NEEDED TO PREVENT THE LOSS OF SEDIMENT OFF OF THE CONSTRUCTION SITE.
 - a. ALL STOCKPILES SHALL HAVE PERIMETER CONTROL.
 - b. STREETS SHALL BE SWEEPED TO REMOVE ANY SEDIMENT FROM THE STREET WITHIN 24 HOURS OF DISCOVERY.
12. SUBSURFACE DRAINS. PVC PIPE IS INDICATED IN THE PLANS. CONTRACTOR MAY PROPOSE ALTERNATE PIPE MATERIALS. INFORMATION ON ALTERNATE PIPE MATERIALS SHALL BE PROVIDED TO THE OWNER AND ENGINEER FOR REVIEW AND ACCEPTANCE.
 - a. PERFORATED PIPE SHALL HAVE ¼ INCH PERFORATIONS.
13. PAY REQUESTS SHALL BE INITIATED AT LEAST 30 DAYS PRIOR TO SCHEDULED VLAWMO BOARD MEETINGS. THE VLAWMO BOARD MEETS ONCE EVERY TWO MONTHS.
14. PROJECT COMPLETION IS REQUIRED BY DECEMBER 31, 2022, INCLUDING ALL PUNCH LIST ITEMS.
15. PERMITS: CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY PERMITS WITH THE EXCEPTION OF THE WETLAND CONSERVATION ACT PERMITTING. AN NPDES CONTRUCTION STORMWATER PERMIT IS NOT REQUIRED AT THIS TIME.

Whitaker Pond BMP Retrofit

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY
1	Mobilization	LS	1
2	Clearing and Grubbing	ACRE	0.5
3	Temporary Culvert	EA	2
4	Construction Entrance	EA	2
5	Silt Fence and Perimeter Control	LF	400
6	Common Excavation (In Place Volume)	CY	156
7	Clay Liner	SY	275
8	Gravel	CY	75
9	Biochar	CY	23
10	Sand	CY	45
11	Trench Excavation (Underdrain Non-Perf.)	LF	50
12	6" Perf Pipe Drain	LF	120
13	6" Pipe Drain	LF	50
14	6" Inspection Tee / Sampling Port	EA	1
15	6" Pipe Drain Cleanout	EA	2
16	Fine Aggregate Bedding (Underdrain - Non. Perf.)	CY	5
17	Inline Checkvalve	EA	1
18	Channel Grading	LF	50
19	Seeding (Minnesota State Seed Mix 34-171)	LB	10
20	Rolled Erosion Prevention Category 20	SY	1360

DRAWN BY:	HRC		
DESIGNER:	HRC		
CHECKED BY:	EKU		
DESIGN TEAM			



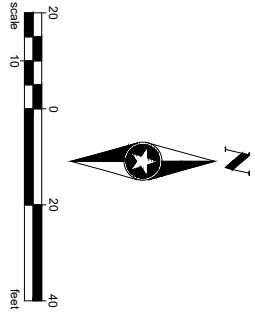
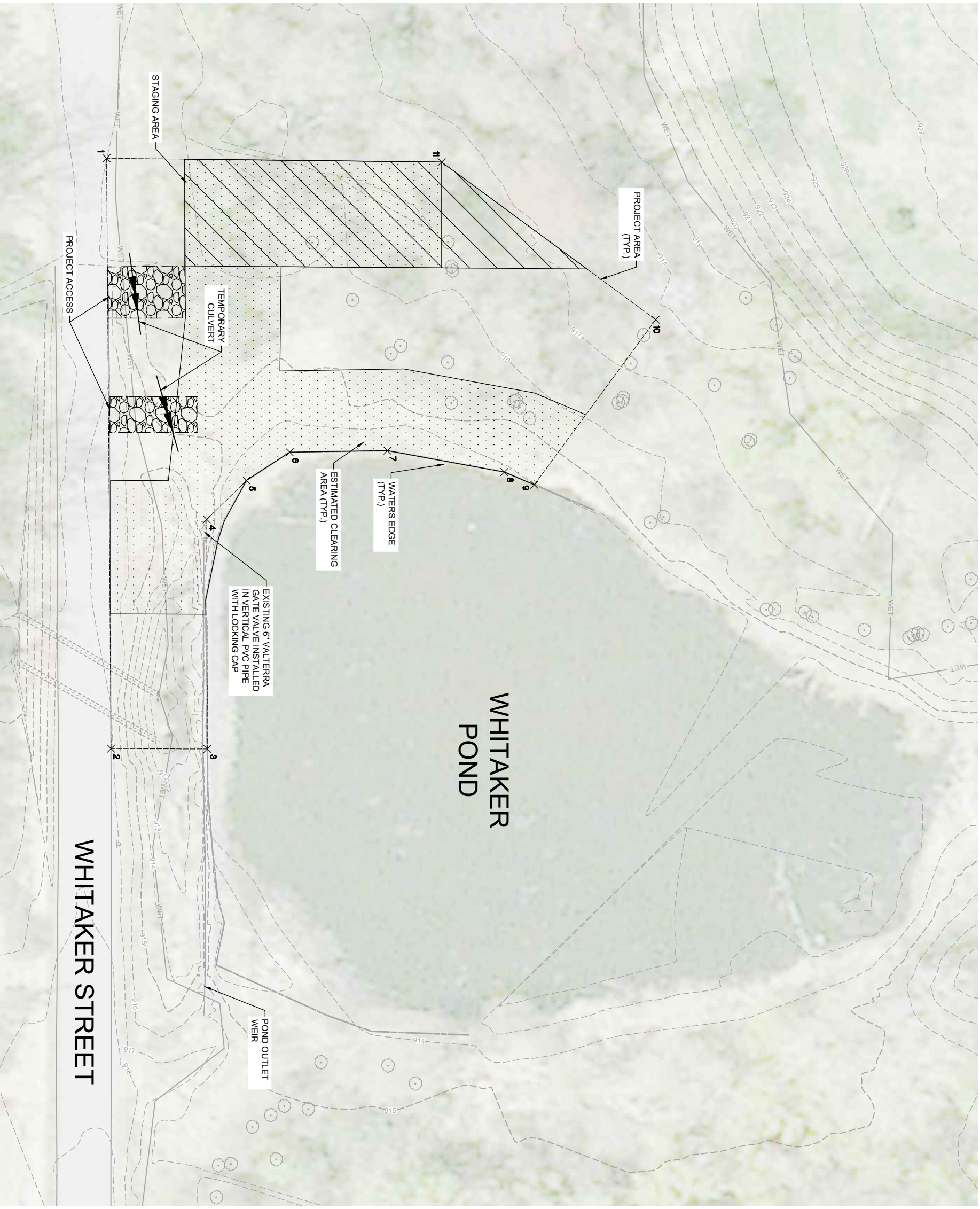
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 Date: 06/14/2022
 JEREMY WALGRAVE, PE
 Lic. No. 43131

WHITE BEAR
 TOWNSHIP
 MINNESOTA

STATEMENT OF
 ESTIMATED QUANTITIES
 WHITAKER POND IMPROVEMENTS

FILE NO.
 VADLA 159595

2
 6



- LEGEND**
- STAGING AREA
 - ESTIMATED CLEARING AREA
 - ROCK CONSTRUCTION ENTRANCE
 - WETLAND DELINEATION
 - EASEMENT LIMITS
 - PROJECT AREA
 - EXISTING 6" VALTERRA GATE VALVE

POINT TABLE	
POINT #	NORTHING EASTING
1	203942.6923 592200.7442
2	203944.4392 592430.9675
3	203982.0210 592431.1190
4	203981.7758 592341.6163
5	203997.2990 592326.4030
6	204014.1360 592315.3880
7	204052.2530 592314.7530
8	204097.8450 592323.1290
9	204109.5511 592328.0935
10	204156.9321 592263.6890
11	204073.4101 592202.2438

- NOTES:**
1. PROTECT ALL FACILITIES NOT SPECIFIED FOR REMOVAL.
 2. CONTRACTOR SHALL MINIMIZE CLEARING, GRUBBING, AND TREE REMOVAL TO ONLY AREAS NECESSARY TO ACCESS AND COMPLETE THE WORK.
 3. ANY TREE REMOVAL MUST BE APPROVED BY VLAWMO OR ENGINEER. CONTRACTOR SHALL SUBMIT A TREE REMOVAL PLAN TO THE ENGINEER FOR REVIEW PRIOR TO ANY REMOVAL ACTIVITIES.
 4. ALL CONSTRUCTION MATERIALS SHALL BE KEPT IN THE STAGING AREA.
 5. CONTRACTOR SHALL EXECUTE THE MEANS OR METHODS NECESSARY TO ACCESS THE SITE OR PORTIONS OF THE SITE TO COMPLETE THE CONSTRUCTION. ALL MATERIALS NECESSARY INCLUDING BUT NOT LIMITED TO, CONSTRUCTION MATS OR OTHER APPURTENANCES, DEVICES, OR MATERIALS ARE INCIDENTAL.
 6. CONTRACTOR SHALL CLEAN STREETS ON A DAILY BASIS DURING CONSTRUCTION HOURS, AS NEEDED OR AS DIRECTED BY THE ENGINEER (INCIDENTAL).
 7. SEE GRADING AND EROSION AND SEDIMENT CONTROL NOTES.

DRAWN BY:	HRC
DESIGNER:	HRC
CHECKED BY:	EKU
DESIGN TEAM	

NO.	BY	DATE

REVISIONS

PHONE: 661.400.2000
3636 VANDANAS CENTER DRIVE
ST. PAUL, MN 55110-5196
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

Date: 06/14/2022

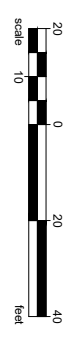
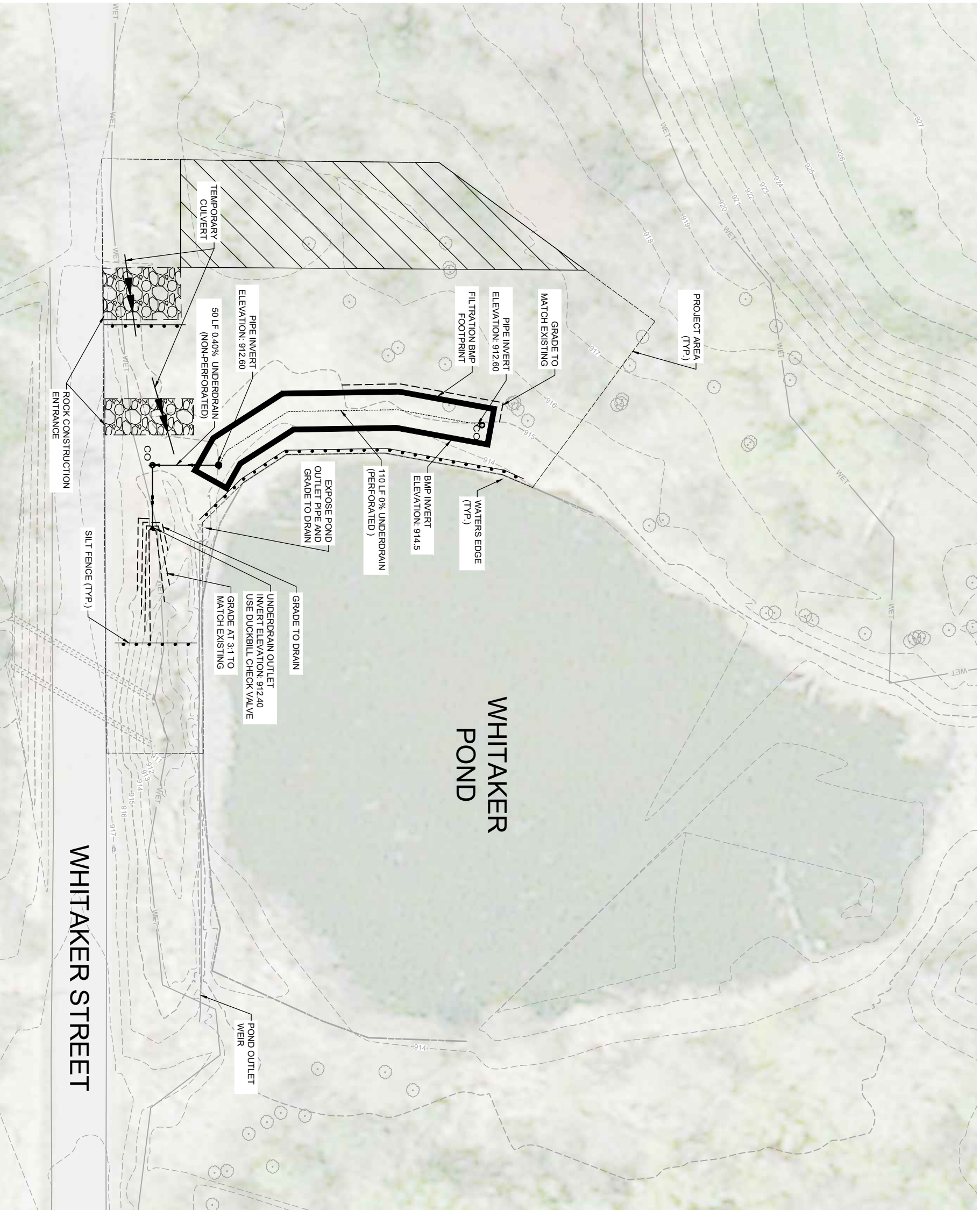
JEREMY WALGRAVE, PE
Lic. No. 43131

WHITE BEAR TOWNSHIP MINNESOTA

ACCESS, STAGING, & REMOVAL PLAN
WHITAKER POND IMPROVEMENTS

FILE NO. VADLA 1595955

3 / 6



- LEGEND**
- STAGING AREA
 - ROCK CONSTRUCTION ENTRANCE
 - PROPOSED GRADE
 - BMP FOOTPRINT
 - WETLAND DELINEATION
 - UNDERDRAIN (NON-PERFORATED)
 - UNDERDRAIN (PERFORATED)
 - UNDERDRAIN CLEANOUT
 - UNDERDRAIN SAMPLING PORT
 - PROJECT AREA
 - SILT FENCE, TYPE MS

- NOTES:**
1. ANY DEWATERING AND/OR ANY USE OF TRENCH BOX, SHEETING, SHORING OR OTHER METHODS OR MEANS OF CONSTRUCTION NECESSARY TO COMPLETE CONSTRUCTION WITHIN THE CONSTRUCTION LIMITS WILL BE CONSIDERED INCIDENTAL AND NO DIRECT COMPENSATION WILL BE MADE THEREFOR.
 2. EXCESS EXCAVATED AND UNSUITABLE MATERIALS SHALL BE PROPERLY DISPOSED OF OFF THE PROJECT SITE.
 3. NO VEHICLE OR EQUIPMENT FUELING OR MAINTENANCE SHALL OCCUR WITHIN THE PROJECT SITE UNLESS APPROPRIATE SPILL CONTROL MEASURES ARE IN PLACE PRIOR TO COMMENCING.
 4. SEE GRADING AND EROSION AND SEDIMENT CONTROL NOTES.

DRAWN BY:	HRC
DESIGNER:	HRC
CHECKED BY:	EKU
DESIGN TEAM	

NO.	BY	DATE

REVISIONS

PHONE: 661.400.2000
3838 VANDANAS CENTER DRIVE
ST. PAUL, MN 55110-5196
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

Jeremy ValGrave
Date: 06/14/2022

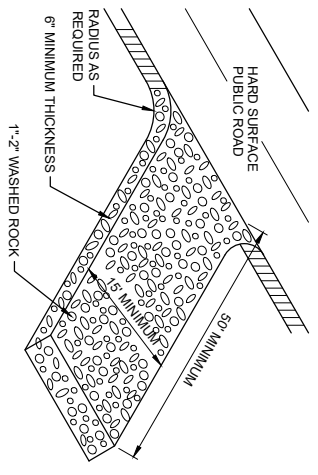
JEREMY VALGRAVE, PE
Lic. No. 43131

WHITE BEAR TOWNSHIP MINNESOTA

SITE PLAN
WHITAKER POND IMPROVEMENTS

FILE NO.
VADLA 159595

4
6



NOTE:
TO PREVENT TRACKING OF MUD ONTO
PAVED ROADS, INSTALL ADDITIONAL ROCK
OR REMOVE AND REPLACE THE PAD AS
REQUIRED

SEH

ROCK CONSTRUCTION ENTRANCE

Revised: Oct. 2011
SEH Plan No. ERO-35

NTS

DESIGN GUIDELINES:
(SEE MINDOT SPEC. 257.3.3C AND 308B)

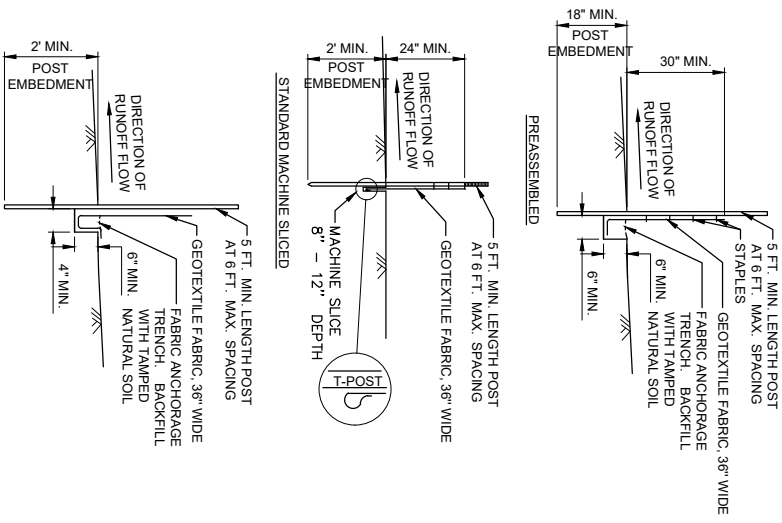
SEH

SILT FENCE

Revised: Jan. 2013
SEH Plan No. ERO-15

NTS

ANCHOR TRENCH (SEE DETAIL AND NOTES BELOW)

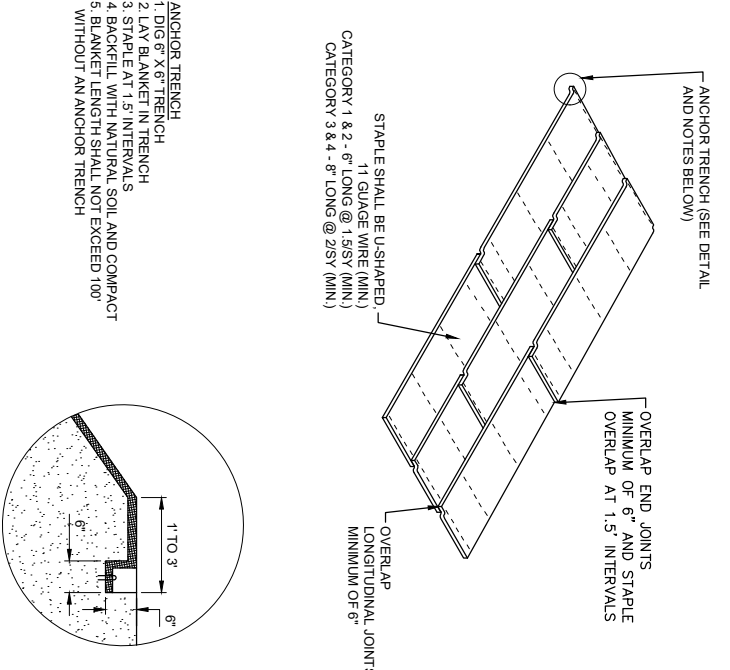


SEH

EROSION CONTROL BLANKET INSTALLATION

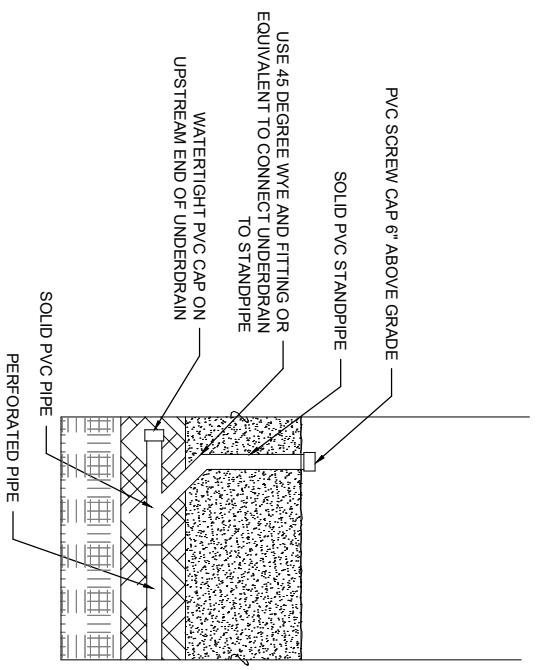
Revised: Oct. 2011
SEH Plan No. ERO-11

NTS

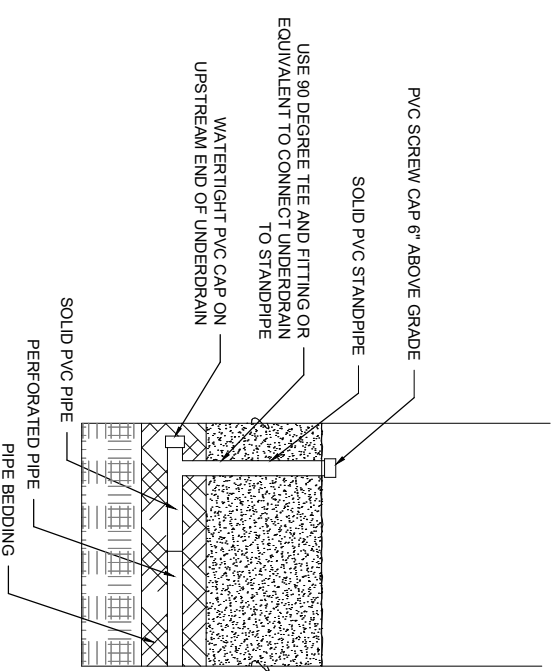


- GRADING NOTES:
1. PROTECT UNDERDRAIN PIPE DURING CONSTRUCTION FROM CONSTRUCTION EQUIPMENT OR MATERIALS.
 2. SEE NOTES IN SUBSURFACE DRAIN SPECIFICATIONS.

- EROSION AND SEDIMENT CONTROL NOTES:
1. PERIMETER CONTROLS SHALL BE IN PLACE PRIOR TO ANY LAND DISTURBING ACTIVITIES AND PLACED IMMEDIATELY AROUND ANY TEMPORARY STOCKPILES.
 2. AT NO TIME SHALL DISTURBED AREAS NOT ACTIVELY BEING WORKED BE LEFT UNSTABILIZED FOR MORE THAN 24 HOURS ONCE CONNECTED TO A SURFACE WATER.
 3. ALL DISTURBED AREAS SHALL BE TEMPORARILY STABILIZED WITH SEED MIXTURE 32-241 AND MULCH TYPE 3 IF NOT ACTIVELY BEING WORKED FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
 4. FINAL STABILIZATION OF ALL DISTURBED AREAS SHALL BE INITIATED IMMEDIATELY ON DISTURBED AREAS ONCE CONSTRUCTION IS COMPLETE. FINAL STABILIZATION SHALL INCLUDE SEED MIXTURE 33-281 AND ROLLED EROSION PREVENTION PRODUCT CATEGORY 20 N.
 5. IN THE EVENT THAT SEDIMENT IS INTRODUCED INTO ANY LAYER OF THE FILTRATION BMP DURING CONSTRUCTION, REMOVE MATERIAL FROM THE BMP PRIOR TO CONTINUING CONSTRUCTION.
 6. REMOVE TEMPORARY EROSION CONTROL DEVICES AFTER THE CONTRIBUTING AREA IS ADEQUATELY STABILIZED.



6" PVC PIPE DRAIN CLEANOUT
(NOT TO SCALE)



6" PVC PIPE SAMPLING PORT
(NOT TO SCALE)

DRAWN BY: HRC
DESIGNER: HRC
CHECKED BY: EJU
DESIGN TEAM

NO.	BY	DATE

REVISIONS

NO.	BY	DATE

SEH

PHONE: 612.407.2900
3535 VANDIANS CENTER DRIVE
ST. PAUL, MN 55110-5196
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jeremy ValGrave
Date: 06/14/2022

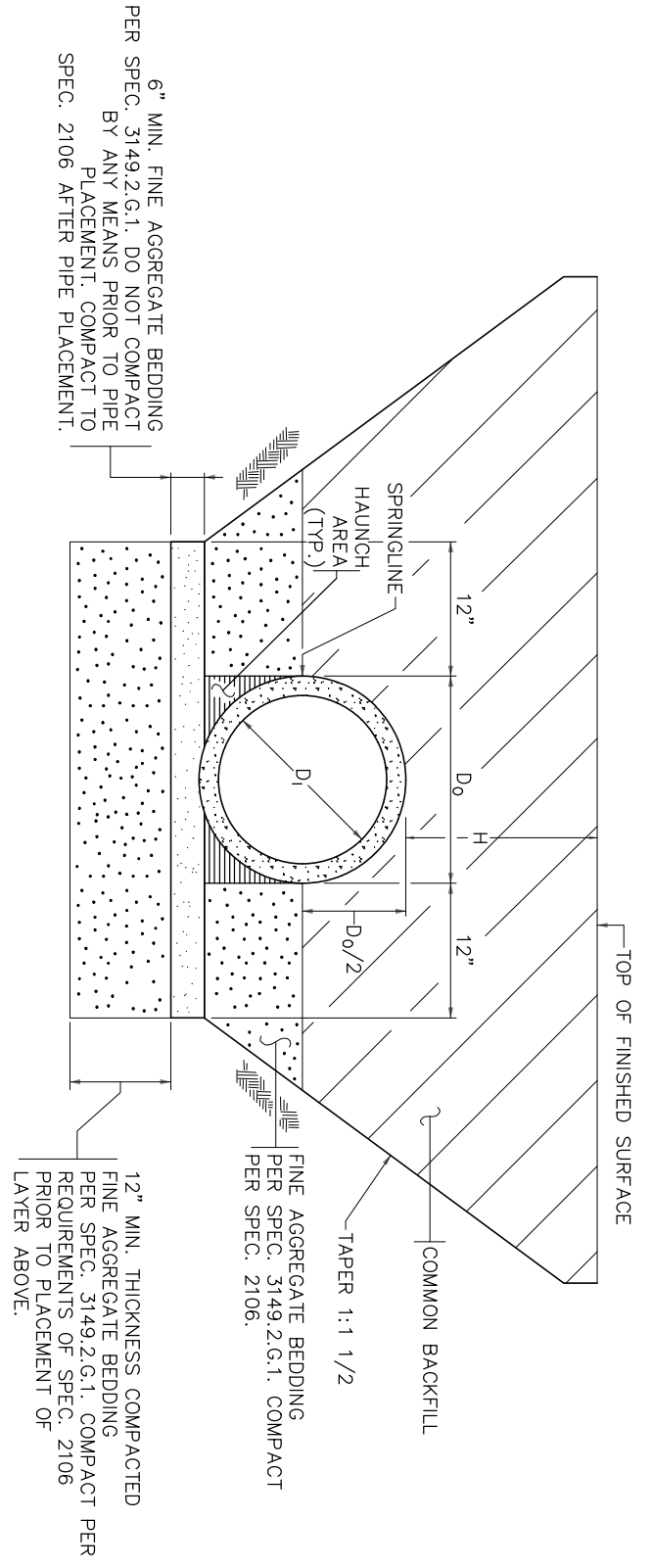
JEREMY VALGRAVE, PE
Lic. No. 43131

WHITE BEAR TOWNSHIP MINNESOTA

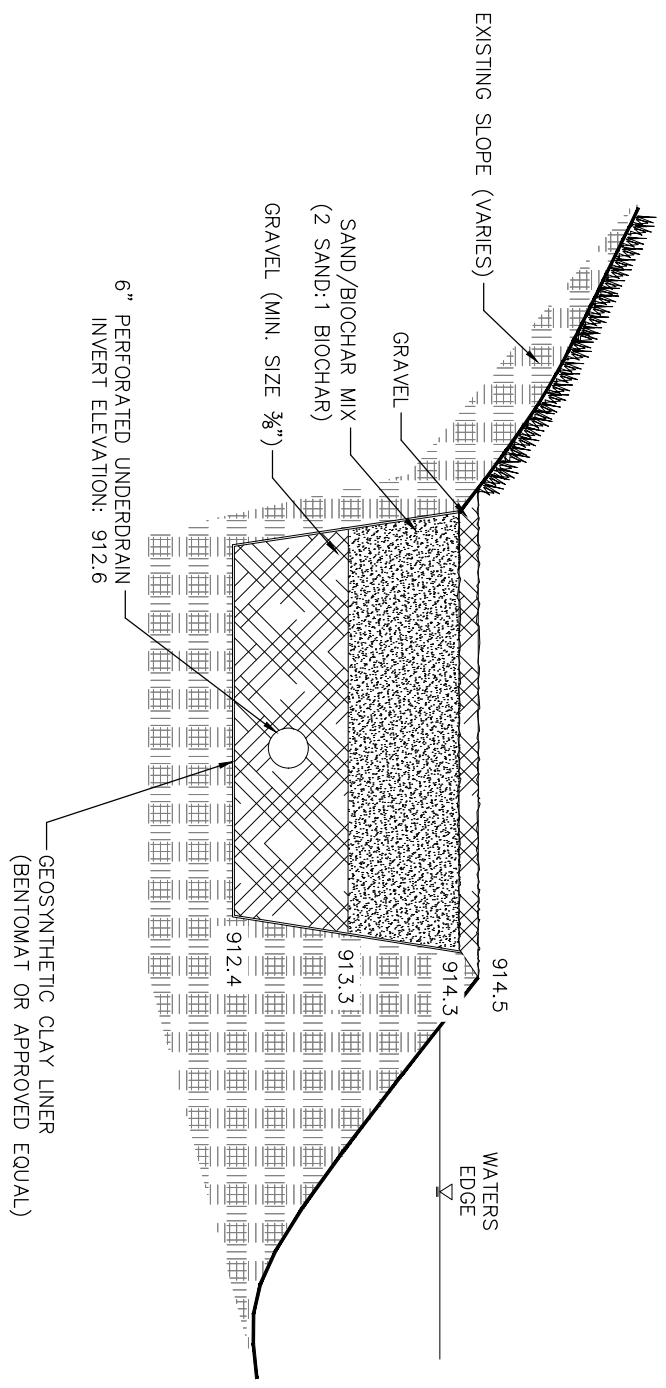
DETAILS & GENERAL NOTES
WHITAKER POND IMPROVEMENTS

FILE NO. VADLA 159595

5
6



UNDERDRAIN PIPE BEDDING



FILTRATION WITH PERFORATED UNDERDRAIN AT BOTTOM

DRAWN BY:	HRC	NO.	BY	DATE
DESIGNER:	HRC			
CHECKED BY:	EKU			
DESIGN TEAM				

PHONE: 67.4.00.2000
3636 VANDANAS CENTER DRIVE
ST. PAUL, MN 55110-5196
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

Date: 06/14/2022

JEREMY WALGRAVE, PE
Lic. No. 43131

WHITE BEAR TOWNSHIP MINNESOTA

DETAILS & GENERAL NOTES
WHITAKER POND IMPROVEMENTS

FILE NO.
VADLA 159595

6 / 6