





















BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

June 26, 2024

Vadnais Heights City Hall, Council Chambers; 800 County Road E, East, Vadnais Heights

 = requested Board action

- I. **Call to Order** Chair, Jim Lindner
- II. **Approval of Agenda** 
- III. **Approval of February 28, 2024 Board Meeting Minutes (tabled at April BOD meeting)** 
- IV. **Approval of April 24, 2024 Board Meeting Minutes** 
- V. **Visitors and Presentations**
 - A. Consider special election for Vice Chair and VLAWMO subcommittee representative- Chair Lindner / Board 
 - B. TEC Report to the Board for June & Finance Report- June 2024- Terry Huntrods **25**
 - C. Public visitors – non agenda items
- VI. **Consent Agenda**  - *Directors may request to move any item to business agenda for discussion*
 - A. Consider authorizing Board chair to approve Barr Engineering scope of work for grant application development for Polar Lake Park Reuse  **27**
 - B. Consider Draft MOU for Partnership with RCSWCD on WBL Sports Center Feasibility Study  **29**
 - C. Consider Landscape Level 2 2024-03 Three Oaks HOA Smart Irrigation Controller Grant Application  **33**
 - D. Consider Landscape Level 2 2024-04 Vadnais Heights Smart Irrigation Controller Grant Application  **37**
 - E. Consider anticipated pay request for Wilkinson deep-water wetland restoration project  **41**
 - F. Consider letter to RWMWD re: West Vadnais Lake Boundary per subcommittee recommendation  **43**
 - G. Consider form from Kennedy and Graven regarding status of Troy G. –attorney representation  **51**
 - H. Consider Deep Lake restoration work MOU with NOHOA  **55**
 - I. Consider Liability form for insurance  **57**
 - J. Consider joining CLAW per subcommittee recommendation  **61**
 - K. Update on Spent Lime Demonstration project **63**
 - L. Update on Carp Management program in Pleasant Lake **65**
 - M. Update on pleasant Lake signs **67**
 - N. Update on Birch AIS **69**
 - O. Consider MOU with City of Vadnais Heights  **71**
- VII. **Business**
 - A. **Budget**
 1. Consider Proposed 2025 Budget- Phil  (20 mins.) **73**
 - B. **Projects and Studies/Plans**
 1. Consider WMP priority issues document based on April 24 initial planning meeting- Rachel (HEI) Phil /Dawn (15 mins)  **98**
 2. Consider Draft MOU for Partnership with City of Vadnais Heights on Phase II of East Vadnais Lake Subwatershed Resiliency Study Implementation- Lauren  (10 mins) **114**
 3. Discuss and Schedule VLAWMO Board summer project tour – Phil  (5 mins) **128**
- VIII. **Discussion /Administration Communication**
- VIII. **Adjourn:** Next regular meeting: August 28, 2024

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MINUTES OF THE BOARD OF DIRECTORS – FEBRUARY 28, 2024 REGULAR BOARD MEETING

| Attendance | | Present | Absent |
|----------------------|---------------------------------|---------|--------|
| Jim Lindner, Chair | City of Gem Lake | x | |
| John Shuman | City of North Oaks | x | |
| Rob Rafferty | City of Lino Lakes | x | |
| Ed Prudhon | White Bear Township | | x |
| Andrea West | City of White Bear Lake | | x |
| Katherine Doll Kanne | 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 | |

*= with prior notice

**= alternate

Others in attendance: Greg Wilson (Barr Engineering), Terry Huntrods (VLAWMO TEC/White Bear Lake), Jennifer Morris (Advantage Townhome Management)

I. Call to Order

The meeting was called to order at 7:00 pm by Chair Lindner.

II. Approval of Agenda 

The agenda for the February 28, 2024 Board meeting was presented for approval.

A motion was made by Director Shuman and seconded by Director Doll Kanne to approve the February Board meeting agenda. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Rafferty: aye. Motion passed.

III. Approval of Minutes 

The minutes from the December 13, 2023 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Director Rafferty and seconded by Director Doll Kanne to approve the December 13th meeting minutes.

Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Rafferty: aye. Motion passed.

IV. Visitors and Presentations

A. TEC Report and Financials for February

TEC Commissioner Huntrods summarized the TEC report to the Board from February. Oak Knoll Pond payment has occurred, and buckthorn removal to accompany the Wilkinson 319 grant has been accomplished. The Watershed Management Plan engagement campaign is active, and a smart irrigation project has been approved in the Landscape Grant program.

B. Public visitors – non agenda items

V. Consent Agenda

Chair Lindner asked if any Board members wished to speak on any of the consent agenda items. No requests were made from directors.

Consent items on the agenda and included in the December Board packet were as follows:

- A. Consider Designation of Legal Publication – Press Publications and VLAWMO website
Consider 2023 Board Meeting Dates
- B. Consideration of contract extension /amendment on continuance of remaining loads for spent lime project and update on next steps, amendment on temp. easement & update on payment.
- C. Consider 2024 public drainage ditch inspection report
- D. Consider 2024 education and outreach plan
- E. Consider MOU for maintenance for northern Birch shoreline
- F. Consider Invasive yellow iris removal partnership project MOU with NOHOA
- G. Update on Rotary Park prioritization for restoration
- H. Update on carp solutions
- I. Update on Pleasant Lake article #3.
- J. Update memo on Wilkinson Deep water project
- K. Update on scheduling Oath of Office for Director West to April meeting

Discussion:

A motion was made by Director Shuman and seconded by Director Doll Kanne to approve the consent agenda.

Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Rafferty: aye. Motion passed.

VI. Business

A. Administration and Projects

1. Consider election of Board, subcommittee Officers and appointment of TEC chair/ officers

Chair Jim Lindner presented the appointment needs for the Board positions and the subcommittee. Board members discussed the roles.

Discussion:

Chair:

A motion was made by Director Shuman to nominate Chair Lindner as Board Chair. Vote: Shuman: aye, Rafferty: aye, Doll Kanne: aye, Lindner abstained. Motion passed.

Vice-Chair:

A motion was made by Director Rafferty to nominate Director Shuman as Vice Chair. Vote: Rafferty: aye, Doll Kanne: aye, Lindner: aye, Shuman: Abstained. Motion passed.

Treasurer:

A motion was made by Chair Lindner to nominate Director Doll Kanne as Treasurer. Vote: all aye. Motion passed.

Subcommittee:

A motion was made by Director Shuman to nominate Directors Shuman, Lindner, Doll Kanne for the Subcommittee. Vote: All aye. Motion passed.

TEC Chair:

A motion was made by Director Shuman and seconded by Director Rafferty to confirm the TEC appointment for Gloria Tessier to serve as TEC Chair. Vote: all aye. Motion passed.

B. Projects and Programming

1. Consider Landscape Level 2 2024-01 grant application: The Pines HOA Smart Irrigation

Sampedro presented the project which is the first Landscape Level 2 application of the year. Sampedro acknowledged a HOA representative being present.

This application proposes irrigation system updates through the installation of five smart irrigation controllers across a 100-acre neighborhood in North Oaks. The grant will require groundwater conservation reporting from the applicant for the next 5 years.

Discussion:

Director Rafferty inquired about how frequently projects get grant funded at 90%. Sampedro provided that this threshold of grant coverage is reserved for projects that are seen to be of high benefit and importance for the cost. Smart irrigation controllers have been identified in the grant policy as high importance for demonstration and new data collection on water usage and cost. This project supports VLAWMO's initiatives in irrigation and groundwater conservation. Director Rafferty also inquired about when the effort is expected to be complete, Sampedro provided that the controllers are expected to be installed by the end of Spring 2024. Director Rafferty commended that it's a great idea.

A motion was made by Director Rafferty and seconded by Director Shuman to approve the Landscape Level 2 grant application 2024-01 at 90% of eligible project expenses, not to exceed \$19,115.96 in accordance with VLAWMO staff's recommendation and established program guidelines.

Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Rafferty: aye. Motion passed.

2. Update on the East Vadnais Resiliency Study and consider MOU with City of Vadnais Heights

Sampedro reviewed the resiliency study's last Board discussion from the August 2023 Board meeting. At this meeting SRF was approved to complete the resiliency study. Modeling of the targeted subwatershed area is continuing this spring and expected to be completed by April or May 2024. There are nine potential BMP locations identified within the study at this time. SRF created a draft decision matrix for staff and Study partners to use to discuss and

evaluate the various potential considerations and benefits of the BMPs from flood control to water quality. The top three were selected to be brought to a conceptual BMP design level.

Sampedro explained that during the Study development a new MPCA Stormwater Resilience Grant was released that would be a good fit for implementation of projects from the Study. Applications are due April 11th and the City of Vadnais Heights has expressed initial interest in applying. Sampedro highlighted that BMPs 2, 4, and 5 would be the focus of the application, as shown on the slide, if the City of Vadnais Heights pursues the grant opportunity.

VLAWMO staff recommend the Board of Directors approve a draft MOU with the City of Vadnais Heights to support a potential MPCA Implementation for Stormwater Resilience Grant application if the City decides to pursue the application.

Discussion:

Chair Lindner inquired about when staff would know about grant submission results. Sampedro replied that staff would know by June.

Director Doll Kanne commented that the City of Vadnais Heights City Council has discussed the collaboration with VLAWMO, noting that the Council is interested in alleviating flooding in this area as flood events have shown to be increasing and residents in the area have been impacted by the flooding.

It was moved by Director Rafferty and seconded by Director Shuman to approve the MOU between VLAWMO and the City of Vadnais Heights with non-material changes.

Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Rafferty: aye. Motion passed.

3. Update on WMP process including discussion on upcoming Board survey and April 24th Workshop

Voss presented engagement that is underway for the next 10-year Comprehensive Watershed Management Plan (WMP). The required 60-day comment period that the Board authorized at the regular meeting in December closed on February 13. Feedback received is being compiled by VLAWMO and HEI staff.

Voss discussed a WMP survey was created for the public that opened on Feb. 5 and is being advertised and promoted actively including in-person kiosks at local libraries and Tamarack Nature Center. The Board and TEC members are encouraged to advocate residents to participate in the WMP process by filling out this survey, either in-person or online, by March 13. The TEC/CAC/Partner survey also opened on Feb. 5 and closed on Feb. 26.

Tanner summarized the TEC, CAC, and partner survey, noting that these results will be used to build the Board survey. Both will be incorporated into the April 24th Initial Plan Meeting (6:00-7:00 pm), which will be presided upon by the Board and facilitated by VLAWMO staff and HEI. VLAWMO has received RSVPs for the Initial Planning Meeting from BWSR, the Minnesota Department of Health, the Minnesota Pollution Control Agency, and the City of White Bear Lake. The meeting is also open to the public.

Discussion:

Chair Lindner inquired about having a quorum at the Initial Planning Meeting. Administrator Belfiori responded that there is no quorum requirement or action items being taken at this meeting. However, it's important to have attendance due to the implications the meeting will have for VLAWMO's work and financing from 2027-2036.

Director Rafferty inquired about the new Board appointee from the City of White Bear Lake. Tanner confirmed that White Bear Lake has appointed a representative; she wasn't able to attend the Board meeting because of a scheduling conflict with the City Council.

4. Consider 2024 Tamarack Lake alum project design

Tanner presented the project summary with Greg Wilson of Barr Engineering. Meetings for temporary access for the project are underway, and a temporary access agreement is in review with Ramsey County Parks. The cost estimate increased due to the latest market data and the need for a longer hose at Tamarack Lake to achieve the alum application. The recommendation from Barr Engineering is to complete a full dose while monitoring lake pH levels. The anticipated cost range is still below the \$200,000 in the 2024 approved budget. The Tamarack Lake application will inform and guide the efforts that will be explored later for Wilkinson Lake.

Discussion:

Director Rafferty asked about the background of applying full doses vs half doses of alum, and if in the past full doses were the norm. Wilson explained that originally full doses were routine for alum treatments, but past observations indicated that splitting the treatment into multiple doses makes the process more efficient, and makes the treatment last longer. In the case of Tamarack Lake, Wilson explained that a full, single dose is sought because it's a smaller lake with difficult access conditions.

Director Rafferty also asked about the impacts that half doses have on the budget. Wilson explained that generally two half doses cost more, but he expects two half doses to be more appropriate for Wilkinson Lake because of its larger size, shallow conditions, and larger chemical dose required.

A motion was made by Director Rafferty and seconded by Director Doll Kanne to approve VLAWMO staff and the project engineer to continue preparing Request For Quote documents for an alum treatment in Tamarack Lake.

Vote: Shuman: aye. Doll Kanne: aye. Lindner: aye. Rafferty: aye. Motion passed.

VII. Discussion

Administrator Belfiori discussed scheduling the April subcommittee meeting dates and inquired about the dates presented. Consensus indicated Wednesday April 3rd.

VIII. Administration communication

1. Scheduling early April Board subcommittee meeting.

XI. Adjourn

A motion was made by Director Rafferty and seconded by Director Doll Kanne to adjourn at 7:41 pm. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Rafferty: aye. Motion passed.

DRAFT

MINUTES OF THE BOARD OF DIRECTORS – APRIL 24, 2024 REGULAR BOARD MEETING

| Attendance | | Present | Absent |
|----------------------|---------------------------------|---------|--------|
| Jim Lindner, Chair | City of Gem Lake | x | |
| John Shuman | City of North Oaks | | x |
| Rob Rafferty | City of Lino Lakes | | x* |
| Ed Prudhon | White Bear Township | x | |
| Andrea West | City of White Bear Lake | x | |
| Katherine Doll Kanne | City of Vadnais Heights | | x* |
| Kelly Jozwowski | 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 | |

*= with prior notice

**= alternate

Others in attendance: Jen Koehler (Barr Engineering), David Filipiak (SRF Consulting Group), Ezra Koetz and Christopher Knopik (CLA), Anne Sawyer BWSR, Susan Miller (NOHOA), Diane Gordner (NOHOA), Terry Huntrods (TEC)

I. Call to Order

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

II. Approval of Agenda

The agenda for the April 24, 2024 Board meeting was presented for approval.

A motion was made by Director Ed Prudhon and seconded by Director Jozwowski to approve the April Board meeting agenda. Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

III. Approval of Minutes

The minutes from the February 28, 2024 Board meeting were placed on the agenda for approval, as presented.

Director Prudhon and Director West abstained from the vote due to absence from the February 28th meeting. Chair Lindner stated the minutes looked good and reflected the meeting.

The Board discussed if minutes can be approved by members who were not present at the February 28th meeting. Director West suggested tabling the motion until the next meeting in June.

A motion was made by Director Linder and seconded by Director Prudhon to table the approval of the February 28th meeting minutes to the June 26th meeting.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

IV. Visitors and Presentations

A. Oath of Office – Welcome Director West

Director West took the oath of office to assume her new role as VLAWMO Director. Chair Lindner congratulated Director West.

B. TEC Report and Financials for April

Administrator Belfiori summarized the April TEC report to the Board. He highlighted the education and outreach program spring newsletter and annual report, two WAV meetings, cost share programs site visits occurring, the completion of the audit, the 2025 budget process beginning, and the finance summary approved by the TEC. Administrator Belfiori explained the TEC report to the Board process for new Directors.

C. 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. No requests were made from directors.

Consent items on the agenda and included in the April Board packet were as follows:

- A. Consider Tamarack Lake Alum Project Plans and Specs and Access Agreement.
- B. Consider HEI Wilkinson Deep-water Wetland BMP Monitoring Task Order
- C. Consider Annual Report and Monitoring Report and Submittal to BWSR et al.
- D. Consider Updated Salary Table
- E. Consider Pleasant Signs and MOU with NOHOA
- F. Consider LL1 2023-06 Grant Agreement Extension
- G. Update on Spent Lime
- H. Update on Carp Management in Pleasant Lake

Discussion:

A motion was made by Director Prudhon and seconded by Director Jozwowski to approve the consent agenda. No comments.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

VI. Business

A. Projects and Programming

1. Consider Barr Feasibility Study for Water Reuse at Polar Lakes Park

Jen Koehler with Barr Engineering presented highlights from the Polar Lakes Park reuse feasibility study including technical findings, concepts review, permitting considerations,

conclusions and next steps. She described the irrigation system used for the athletic fields at Polar Lakes Park that can use 1.6-6 million gallons a year that rely on potable water. She stated the goals of the study are to reduce the demand on groundwater and improve water quality, as the Township is within the North and East Metro Groundwater Management area.

She explained one of the key findings from the feasibility study is there is enough water supply to support a water reuse system at Polar Lakes Park and meet irrigation demand for most irrigation scenarios. There is a large watershed that can contribute to the wetland that would be drawn from for the reuse system. The wetland storage can also supply up to two-four weeks of water depending on the irrigation demand. She described some of the irrigation scenarios of the park fields and the water supply availability. If only the lower fields are irrigated, 90-100% of the irrigation demand could be achieved on average. If both the lower and upper fields are irrigated, 65-80% of the annual irrigation demand could be achieved.

Koehler presented the two concept designs and stated both concepts are able to meet 80% or more of the park's annual irrigation demand and reduce groundwater use. She said though the second concept has a higher capital cost, it is the most cost-effective option because it provides almost double the reuse volume.

Koehler stated a water reuse system at Polar Lakes Park could reduce potable water demand by 1.9-4.3 million gallons per year depending on which concept design is chosen. Beyond pursuing several required permits, the main next step is to pursue potential grant opportunities including those offered by the Minnesota Pollution Control Agency, Board of Water and Soil Resources, and potentially Metropolitan Council.

Discussion:

Chair Lindner asked how often the irrigation would run, and if the system would have rain sensors to avoid irrigating during rain events and allow the wetland to recharge. Jen Koehler responded the storage could handle over two weeks of water at a minimum and that it takes some weather forecasting into account. She explained the system would not irrigate every day and the wetland will have an opportunity to recharge between irrigation uses.

Director Prudhon commented the Township had to install drain tiles in the fields because of flooding. Director Lindner added that the middle soccer field area holds a lot of moisture. Jen Koehler responded that the average irrigation used would be 0.3 inches/week, which is lower than the average Minnesota irrigation use of 1 inch/week to account for rainfall.

Director Prudhon said the Township can lead by example if this project moves forward and influence developers to do similar projects. He said the Township has a proposal for the upper soccer field that is in the concept approval stage, which would eliminate half of the upper soccer field from the project. He asked if this would impact the grant process. He said the Township supports moving forward with pursuing grants. Corcoran clarified that the staff recommendation is to approve the feasibility study in order to start moving forward with next steps.

A motion was made by Director Prudhon and seconded by Director Jozwowski to approve the 3/14/2014 Barr Engineering Polar Park Water Reuse Feasibility Study report.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

2. Consider 2023 Audit

CLA auditors Christopher Knopik and Ezra Koetz provided a presentation on the 2023 audit deliverables, financial results, and the last steps for finalizing the audit. Christopher Knopik said it is CLA's goal to provide an opinion on financial statements using a risk-based audit approach. For audit results, he stated VLAWMO will receive a clean audit opinion, which is the highest level.

Knopik stated one management area for VLAWMO is documentation of a review process before journal entries are documented. He said there could be more memorializing of the review process taking place, such as through an email exchange or initials on pieces of paper. He said there are no compliance issues. The only material weakness is CLA prepares VLAWMO's financial statement, but it isn't a concern.

Koetz discussed the financial results including an increase in compensated absences in 2023 due to increases in employee wages and an increase in unused hours, such as an accumulation of sick or vacation hours. He also stated the net pension liability of the MN General Employee Plan decreased statewide.

Koetz highlighted that there is \$289,268 left of outstanding payable loans and the fund balance for 2023 is good at 67%, which is above the 35-50% minimum range. Monthly expenditures at the end of 2023 could support 12 months of expense payments without income. He provided a high-level review of the total revenue and expenditures from 2023 and noted both increased.

Knopik noted that no difficulties or disagreements were encountered with the governance communication letter. He said a few audit adjustments were made so the receivables and payables reflect VLAWMO activity. He shared the audit representation letter can be signed off with final results shared after Board approval.

Discussion: None.

A motion was made by Director Prudhon and seconded by Director Jozwowski to accept the 2023 Financial Report and audit documents and direct them to be distributed to the appropriate state and local agencies.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

3. Consider Resiliency Study for E Vadnais Lake Subshed

David Filipiak with SRF presented highlights from the completed East Vadnais Lake Subwatershed Resiliency Study, including results and next steps. He shared one of the overall goals of the study is to reduce flooding while improving water quality to provide a more resilient stormwater management system. Study partners VLAWMO, the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services were all aligned in their goals for flood resilience and water quality for the community. Infrastructure was considered with the study, but also community practical uses such as transportation and emergency vehicle access.

The subwatershed drainage area is 288 acres, which were divided into six areas. Filipiak noted that drainage area F is the area of historic flooding, and the study's strategy strives to reduce the drainage to that area. Filipiak explained a map of modeled existing 100-year flooding conditions, which showed 89 parcels that would be impacted by 100-year flood conditions. The study considered Best Management Practice (BMP) types and locations to

alleviate flood risk. The underlying principal used for this process is that flood control is easier closer to where flooding is occurring. Filipiak summarized the proposed BMP options and stated they will all increase the amount of water stored in the upstream wetland near the City Hall campus, and improve the resilience for the overall subwatershed.

Filiapiak shared maps of the modeled 10-inch storm conditions. The proposed BMPs removed 65 parcels from flood conditions, and reduced street flooding/duration at key emergency vehicle locations. The duration of flooding also reduced by 40-80% for the 10-inch storm event. In terms of water quality, the modeling indicates the BMPs would also remove TSS by 11,000 lbs and TP by 39 lbs.

Filiapiak summarized the decision for the project team to not submit the proposed alternative BMP concept for the MPCA Implementation for Stormwater Resilience grant including the need for more time to prepare project plans and the assurance that the grant program is continuing into the future. He described some of the next steps for implementation including collecting additional data, conducting a field survey, and assessing permitting needs. Other steps include identifying applicable grants to pursue, coordinating with other planned local projects to install resilient features. Filipiak recommended using the new hydrologic modeling tool to evaluate staging improvements.

Discussion:

Chair Lindner inquired about the timeframe and rate of discharge in the 10-inch storm event. Filipiak responded that the model was built around a 24-hour period.

Director Prudhon asked about what the improvements imply in terms of stormwater pipe improvements. Filipiak responded that increasing capacity is the main pursuit, and that may include sizing. Director Prudhon also encouraged the combination of project work with street renovation on Garceau lane.

A motion was made by Director Jozwowski and seconded by Director Prudhon to approve the East Vadnais Lake Subwatershed Resiliency Study in Attachment 1 with non-material changes.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

4. Consider LL2 2024-02 Elmwood Park Raingarden Grant

Sampedro presented the Elmwood Park raingarden grant application for Board consideration. The project is in the City of Vadnais Heights and proposes a curb cut raingarden at Elmwood Park. She noted the Lambert Creek TMDL recommends large bioretention retrofit projects in parks like this. Four bids were received for the project, with Sandstrom Land Management being the lowest bid. Sampedro noted that the project is located in a priority subwatershed identified in the Board of Water and Soil Resources Watershed Based Implementation Funding program workplan and recommended utilizing this funding for the project.

Discussion:

Director Prudhon asked about the scope of work, particularly how it may have been interpreted differently to result in different bids. Sampedro responded that the bids included the same scope of work and the different bids depended on the pre-existing workload from the companies.

It was moved by Director Jozwowski and seconded by Director Lindner to approve the Landscape Level 2 grant application 2024-02 at 90% of eligible project expenses, not to exceed \$30,064.05 in accordance with VLAWMO staff & TEC's recommendations and established VLAWMO and BWSR WBIF program guidelines.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

B. Administration and Budget

1. Discussion and Consideration of 5-year Partnership Projects Table

Administrator Belfiori presented a draft of the five-year partnership project table. He noted eleven staff stakeholders groups were involved in the development of the table and separate interviews were held with each one in March. The Board Subcommittee reviewed the table and found it to be a good approach. Belfiori stated the focus of the table is to maintain momentum to implement large-scale capital improvement projects, which will guide the watershed management plan process.

Administrator Belfiori explained the four budgeting scenarios ranging from funding all of the projects to funding 60% of the projects on the table. He noted the fourth scenario of funding apx. 60% of the project is likely the most realistic scenario due to the uncertainty of projects. The fourth scenario would require a 5% increase in the stormwater utility fee for 2025 and between a 9-10% increase for years 2026-2029.

Administrator Belfiori noted there are many project ideas, but additional projects could come up that were not budgeted for. He explained the table tries to build up the budget to be ready for unexpected project opportunities.

Discussion:

Chair Lindner noted that he saw MnDOT was working in the Highway 61 median in Gem Lake to control runoff and said this is an example of projects occurring outside of VLAWMO that could impact the project list if they were not expected. Administrator Belfiori added that project planning is a constant process because of new projects that can come up.

Director Prudhon asked if VLAWMO has a priority list. Administrator Belfiori responded VLAWMO's top priorities are projects that are listed in the Watershed Management Plan. The next priority level would be if a project is listed in a partner community's local water management plan.

Chair Lindner added that the table isn't locking VLAWMO into specific dollar amounts, but acknowledging a vision that Board members can bring to their communities for discussion.

It was moved by Director Prudhon and seconded by Director Jozwowski to approve that the attached 5-year partnership project table (Attachment 1) generally captures a high-level long-range plan for partnership projects for the VLAWMO.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

2. Discussion and Authorization of VLAWMO Subcommittee to Provide Recommendations on Rough Draft Preliminary 2025 Budget

Administrator Belfiori presented the preliminary 2025 budget. He said feedback will be brought to the Board Subcommittee meeting on May 30th. The Subcommittee will provide a recommendation to the rest of the Board at the June Board meeting.

He discussed the 2025 preliminary budget was recommended from the five-year budget table. He reiterated that projects in the budget have a high level of uncertainty, but the recommendation is to have money in the budget to be prepared if the projects happen.

Administrator Belfiori summarized the subwatershed budget amounts proposed in the 2025 budget table and noted the total preliminary budget is \$2.2-2.7 million. He described the next steps of the May 30th Subcommittee meeting with a TEC representative present and the June 26th Board meeting where the Board will formally consider the budget. Stormwater utility fee rates will be considered at the August Board meeting.

Discussion:

Chair Lindner said the Subcommittee will recommend a total budget between the high and low amounts.

It was moved by Director Prudhon and seconded by Director West to authorize the Subcommittee to review the draft 2025 budget materials and provide the full Board recommendation(s) at the June 26 meeting.

VII. Discussion -Discuss 6/26/24 June Board Meeting Date per Subcommittee Request

Administrator Belfiori asked if anyone is planning to attend League of MN Cities Conference on June 26th.

Director Jozwowski responded she will be attending and Director Doll Kanne will also be absent that day, but another alternate will be present to represent Vadnais Heights. Director West said she is not sure, but will notify Administrator Belfiori.

VIII. Administration Communication-Discussion on Scheduling Late May/Early June Board Subcommittee Meeting (possible dates: 5/29 or 5/30)

Administrator Belfiori said he will follow through on the Subcommittee meeting scheduling with a phone call since the other Subcommittee members are not present.

XI. Adjourn

A motion was made by Director West and seconded by Director Jozwowski to adjourn at 8:34 pm.

Vote: Lindner: aye, Prudhon: aye, West: aye, Jozwowski: aye. Motion passed.

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VLAWMO Finance Summary: June 2024

| Jun-24 | | Actual 5/1/24 | Actual to Date | 2024 Budget (June 2023 Board Approved) | Carry over from 2023 to 2024 | Remaining in Budget | 2024 Available (Dec. 2023 Board approved) | Act vs. Budget |
|---|--|-----------------|------------------|--|------------------------------|---------------------|---|----------------|
| BUDGET # | INCOME | | | | | | | |
| 5.11 | Storm Water Utility | | \$46,282 | \$1,145,431 | \$0 | \$1,099,149 | \$1,145,431 | 4% |
| 5.12 | Service Fees | | | \$1,000 | \$0 | \$1,000 | \$1,000 | 0% |
| 5.13 | Interest + mitigation acct | \$3,295 | \$32,585 | \$30,000 | \$0 | (\$2,585) | \$30,000 | 109% |
| 5.14 | Misc. income - WCA admin & other | | \$856 | \$3,000 | \$0 | \$2,144 | \$3,000 | 29% |
| 5.15 | Other Income Grants/loan | | \$5,589 | \$365,000 | \$0 | \$359,411 | \$365,000 | 2% |
| 5.16 | Transfer from reserves | | | \$791,380 | \$193,062 | \$984,442 | \$984,442 | 0% |
| | TOTAL | \$3,295 | \$85,312 | \$2,335,811 | \$193,062 | \$2,443,561 | \$2,528,873 | 4% |
| EXPENSES | | | | | | | | |
| 3.1 | Operations & Administration | | | | | | | |
| 3.110 | Office - rent, copies, post tel supplies | \$2,647 | \$12,042 | \$32,239 | \$0 | \$20,197 | \$32,239 | 37% |
| 3.120 | Information Systems | \$1,811 | \$8,095 | \$33,850 | \$0 | \$25,755 | \$33,850 | 24% |
| 3.130 | Insurance | | | \$10,050 | \$0 | \$10,050 | \$10,050 | 0% |
| 3.141 | Consulting - Audit | \$525 | \$20,171 | \$12,000 | \$7,000 | (\$1,171) | \$19,000 | 106% |
| 3.142 | Consulting - Bookkeeping | \$46 | \$268 | \$1,500 | \$0 | \$1,232 | \$1,500 | 18% |
| 3.143 | Consulting - Legal | \$460 | \$460 | \$7,000 | \$0 | \$6,540 | \$7,000 | 7% |
| 3.144 | Consulting - Eng. & Tech. | | \$3,420 | \$30,000 | \$20,000 | \$46,580 | \$50,000 | 7% |
| 3.150 | Storm Sewer Utility | | \$9,571 | \$22,500 | \$0 | \$12,929 | \$22,500 | 43% |
| 3.160 | Training (staff/board) | | \$250 | \$14,250 | \$0 | \$14,000 | \$14,250 | 2% |
| 3.170 | Misc. & mileage | \$553 | \$1,267 | \$6,930 | \$0 | \$5,663 | \$6,930 | 18% |
| 3.191 | Administration - staff | \$32,421 | \$177,806 | \$435,554 | \$0 | \$257,748 | \$435,554 | 41% |
| 3.192 | Employer Liability | \$9,889 | \$51,821 | \$129,869 | \$0 | \$78,048 | \$129,869 | 40% |
| 3.2 | Monitoring and Studies | | | | | | | |
| 3.210 | Lake and Creek lab analysis | \$2,220 | \$2,815 | \$18,000 | \$0 | \$15,185 | \$18,000 | 16% |
| 3.220 | Equipment | \$9 | \$120 | \$3,000 | \$0 | \$2,880 | \$3,000 | 4% |
| 3.230 | Wetland assessment & management | | | \$15,000 | \$0 | \$15,000 | \$15,000 | 0% |
| 3.240 | Watershed planning /special study | \$3,629 | \$22,046 | \$100,000 | \$15,000 | \$92,954 | \$115,000 | 19% |
| 3.3 | Education and Outreach | | | | | | | |
| 3.310 | Public Education | | \$2,026 | \$6,000 | \$0 | \$3,974 | \$6,000 | 34% |
| 3.320 | Comm., Outreach & Marketing | \$393 | \$2,760 | \$20,000 | \$2,000 | \$19,240 | \$22,000 | 13% |
| 3.330 | Community Blue Ed Grant | | | \$8,000 | \$0 | \$8,000 | \$8,000 | 0% |
| <i>Total Core functions: Ops, Monitoring, Education</i> | | <i>\$54,603</i> | <i>\$314,938</i> | <i>\$905,742</i> | <i>\$44,000</i> | <i>\$634,804</i> | <i>\$949,742</i> | <i>33%</i> |
| Capital Improvement Projects and Programs | | | | | | | | |
| 3.4 | Subwatershed Activity | | | | | | | |
| 3.410 | Gem Lake | | | \$25,000 | \$10,000 | \$35,000 | \$35,000 | |
| 3.420 | Lambert Creek | \$4,027 | \$11,172 | \$90,000 | \$0 | \$78,828 | \$90,000 | 12% |
| 3.421 | Lambert Lake Loan | | \$19,284 | \$38,569 | \$0 | \$19,285 | \$38,569 | 50% |

| | | | | | | | | |
|-------|---|------------------|-----------|-------------|-----------|--------------------|-------------|------------|
| 3.425 | Goose Lake | \$12,500 | \$46,856 | \$85,000 | \$0 | \$38,144 | \$85,000 | 55% |
| 3.430 | Birch Lake | | \$1,150 | \$48,000 | \$0 | \$46,850 | \$48,000 | 2% |
| 3.440 | Gilf Black Tam Wilk Amelia | \$5,654 | \$46,551 | \$345,000 | \$60,000 | \$358,449 | \$405,000 | 11% |
| 3.450 | Pleasant Charley Deep | \$22,091 | \$54,311 | \$145,000 | \$0 | \$90,689 | \$145,000 | 37% |
| 3.460 | Sucker Vadnais | \$7,099 | \$47,458 | \$90,000 | \$33,000 | \$75,542 | \$123,000 | 39% |
| 3.48 | Programs | | | | | | | |
| 3.480 | Soil Health Grant | \$82 | \$268 | \$10,500 | \$4,500 | \$14,732 | \$15,000 | 2% |
| 3.481 | Landscape 1 | | \$5,000 | \$40,000 | \$16,263 | \$51,263 | \$56,263 | 9% |
| 3.482 | Landscape 2/BWSR WBF | | \$5,118 | \$60,000 | \$25,299 | \$80,181 | \$85,299 | 6% |
| 3.483 | Project Research & feasibility | | | \$5,000 | \$0 | \$5,000 | \$5,000 | 0% |
| 3.485 | Facilities Maintenanc/ Pub. Ditch Main. | | \$5,778 | \$78,000 | \$0 | \$72,222 | \$78,000 | 7% |
| 3.5 | Regulatory | | | | | | | |
| 3.510 | Engineer Plan review | | | \$5,000 | \$0 | \$5,000 | \$5,000 | 0% |
| | <i>Total CIP & Program</i> | \$51,452 | \$242,946 | \$1,065,069 | \$149,062 | \$971,185 | \$1,214,131 | 20% |
| | Total of Core Operations & CIP | \$106,054 | \$557,884 | \$1,970,811 | \$193,062 | \$1,605,989 | \$2,163,873 | 26% |

| Fund Balance | 5/1/2024 | 6/1/2024 |
|-----------------|-------------|-----------|
| 4M Account | \$858,001 | \$436,521 |
| 4M Plus Savings | \$244,423 | \$245,516 |
| Total | \$1,102,424 | \$682,037 |

| Restricted funds | 6/1/2024 |
|--------------------|-----------|
| Mitigation Savings | \$21,025 |
| Term Series | \$300,000 |

Vadnais Lake Area Water Management Organization
Check Detail
 May 9 through June 12, 2024

2:10 PM
 06/04/2024

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-------|------|------------|--------------------------|---|-----------------|-------------|-----------------|
| Check | eft | 05/20/2024 | further | | Checking - 1987 | | -6.00 |
| | | | | Insurance Benefit | | -6.00 | 6.00 |
| TOTAL | | | | | | -6.00 | 6.00 |
| Check | eft | 05/20/2024 | US Bank | | Checking - 1987 | | -46.30 |
| | | | | 3.142 · Bookkeeping help | | -46.30 | 46.30 |
| TOTAL | | | | | | -46.30 | 46.30 |
| Check | 5787 | 06/12/2024 | Nicholas Voss | | Checking - 1987 | | -28.31 |
| | | | | 3.170 · Misc. & mileage | | -20.31 | 20.31 |
| | | | | 3.320 · Marketing | | -8.00 | 8.00 |
| TOTAL | | | | | | -28.31 | 28.31 |
| Check | 5788 | 06/12/2024 | Brian Corcoran | | Checking - 1987 | | -152.76 |
| | | | | 3.170 · Misc. & mileage | | -152.76 | 152.76 |
| TOTAL | | | | | | -152.76 | 152.76 |
| Check | 5789 | 06/12/2024 | Dawn Tanner | | Checking - 1987 | | -210.38 |
| | | | | 3.170 · Misc. & mileage | | -210.38 | 210.38 |
| TOTAL | | | | | | -210.38 | 210.38 |
| Check | 5790 | 06/12/2024 | SRF Consulting Group | | Checking - 1987 | | -7,098.57 |
| | | | | 3.460 · Sucker Vadnais | | -7,098.57 | 7,098.57 |
| TOTAL | | | | | | -7,098.57 | 7,098.57 |
| Check | 5791 | 06/12/2024 | Nissa Valdez | | Checking - 1987 | | -82.04 |
| | | | | 3.480 · Soil Health Grant | | -82.04 | 82.04 |
| TOTAL | | | | | | -82.04 | 82.04 |
| Check | 5792 | 06/12/2024 | Barr Engineering Co | | Checking - 1987 | | -4,240.10 |
| | | | | 3.440 · Gilfillan Black Tamarack Wilkin | | -2,925.50 | 2,925.50 |
| | | | | 3.440 · Gilfillan Black Tamarack Wilkin | | -1,314.60 | 1,314.60 |
| TOTAL | | | | | | -4,240.10 | 4,240.10 |
| Check | 5793 | 06/12/2024 | Erosion Works | | Checking - 1987 | | -12,500.00 |
| | | | | Oak Knoll | | -12,500.00 | 12,500.00 |
| TOTAL | | | | | | -12,500.00 | 12,500.00 |
| Check | 5794 | 06/12/2024 | Houston Engineering, Inc | | Checking - 1987 | | -8,408.13 |

| | | | | | |
|-------|--------------|-------------|--|------------------------|-------------------|
| | | | 3.240 · Watershed Plan Amendment | -3,628.50 | 3,628.50 |
| | | | Whitaker Wetlands | -4,026.50 | 4,026.50 |
| | | | Wilk 319 cash match \$182,137 | -753.13 | 753.13 |
| TOTAL | | | | -8,408.13 | 8,408.13 |
| | Check | 5795 | 06/12/2024 RMB Environmental Laboratories, Inc. | Checking - 1987 | -2,880.03 |
| | | | 3.210 · Lake & Creek lab analysis | -147.35 | 147.35 |
| | | | Wilk 319 cash match \$182,137 | -196.46 | 196.46 |
| | | | Wilk 319 cash match \$182,137 | -267.52 | 267.52 |
| | | | 3.210 · Lake & Creek lab analysis | -635.36 | 635.36 |
| | | | 3.210 · Lake & Creek lab analysis | -1,360.59 | 1,360.59 |
| | | | 3.210 · Lake & Creek lab analysis | -76.29 | 76.29 |
| | | | Wilk 319 cash match \$182,137 | -196.46 | 196.46 |
| TOTAL | | | | -2,880.03 | 2,880.03 |
| | Check | 5796 | 06/12/2024 carp solutions | Checking - 1987 | -20,580.00 |
| | | | 3.450 · Pleasant Charley Deep | -20,580.00 | 20,580.00 |
| TOTAL | | | | -20,580.00 | 20,580.00 |
| | Check | 5797 | 06/12/2024 FastSigns | Checking - 1987 | -78.48 |
| | | | 3.320 · Marketing | -78.48 | 78.48 |
| TOTAL | | | | -78.48 | 78.48 |
| | Check | 5798 | 06/12/2024 Kennedy & Graven, Chartered | Checking - 1987 | -459.90 |
| | | | 3.143 · Legal | -459.90 | 459.90 |
| TOTAL | | | | -459.90 | 459.90 |
| | Check | 5799 | 06/12/2024 City of Vadnais Heights | Checking - 1987 | -2,246.24 |
| | | | Rent | -1,765.00 | 1,765.00 |
| | | | Phone/Internet/Machine Overhead | -315.00 | 315.00 |
| | | | Postage | -45.40 | 45.40 |
| | | | Copies | -120.84 | 120.84 |
| TOTAL | | | | -2,246.24 | 2,246.24 |
| | Check | 5800 | 06/12/2024 CliftonLarsonAllen | Checking - 1987 | -525.00 |
| | | | 3.141 · Audit | -525.00 | 525.00 |
| TOTAL | | | | -525.00 | 525.00 |
| | Check | 5801 | 06/12/2024 Metro - Inet | Checking - 1987 | -1,571.00 |
| | | | IT Support | -1,571.00 | 1,571.00 |
| TOTAL | | | | -1,571.00 | 1,571.00 |
| | Check | 5802 | 06/12/2024 Vacker Inc. | Checking - 1987 | -1,511.00 |
| | | | 3.450 · Pleasant Charley Deep | -1,511.00 | 1,511.00 |
| TOTAL | | | | -1,511.00 | 1,511.00 |

Check 5803 06/12/2024 City of White Bear Lake

Checking - 1987

-42,303.72

| | | |
|--------------------------|------------|-----------|
| payroll | -32,421.19 | 32,421.19 |
| Administration FICA | -2,306.54 | 2,306.54 |
| Administration PERA | -2,431.58 | 2,431.58 |
| Insurance Benefit | -4,900.08 | 4,900.08 |
| Admin payroll processing | -244.33 | 244.33 |

TOTAL

-42,303.72 42,303.72

Vadnais Lake Area Water Management Organizatic
Profit & Loss
 May 9 through June 12, 2024

2:12 PM

06/04/2024

Cash Basis

May 9 - Jun 12, 24

| | |
|---------------------------------------|-----------------|
| Ordinary Income/Expense | |
| Income | |
| 5.1 · Income | |
| 5.13 · Interest | 3,295.34 |
| Total 5.1 · Income | <u>3,295.34</u> |
| Total Income | <u>3,295.34</u> |
| Gross Profit | 3,295.34 |
| Expense | |
| 3.1 · Administrative/Operations | |
| 3.110 · Office | |
| Copies | 120.84 |
| Phone/Internet/Machine Overhead | 315.00 |
| Postage | 45.40 |
| Rent | 1,765.00 |
| Supplies | 400.57 |
| Total 3.110 · Office | <u>2,646.81</u> |
| 3.120 · Information Systems | |
| IT Support | 1,571.00 |
| IT Systems - Hardware | 240.00 |
| Total 3.120 · Information Systems | <u>1,811.00</u> |
| 3.141 · Audit | 525.00 |
| 3.142 · Bookkeeping help | 46.30 |
| 3.143 · Legal | 459.90 |
| 3.170 · Misc. & mileage | 553.45 |
| 3.191 · Employee Payroll | |
| payroll | 32,421.19 |
| Total 3.191 · Employee Payroll | 32,421.19 |
| 3.192 · Employer Liabilities | |
| Admin payroll processing | 244.33 |
| Administration FICA | 2,306.54 |
| Administration PERA | 2,431.58 |
| Insurance Benefit | 4,906.08 |
| Total 3.192 · Employer Liabilities | <u>9,888.53</u> |
| Total 3.1 · Administrative/Operations | 48,352.18 |
| 3.2 · Monitoring and Studies | |
| 3.210 · Lake & Creek lab analysis | 2,219.59 |
| 3.220 · Equipment | 9.49 |
| 3.240 · Watershed Plan Amendment | 3,628.50 |
| Total 3.2 · Monitoring and Studies | <u>5,857.58</u> |
| 3.3 · Education and Outreach | |
| 3.320 · Marketing | 393.14 |
| Total 3.3 · Education and Outreach | <u>393.14</u> |

| | |
|--|---------------------------|
| 3.4 · Capital Imp. Projects/Programs | |
| 3.420 · Lambert Creek Restoration | |
| Whitaker Wetlands | 4,026.50 |
| Total 3.420 · Lambert Creek Restoration | <u>4,026.50</u> |
| 3.425 · Goose Lake | |
| Oak Knoll | 12,500.00 |
| Total 3.425 · Goose Lake | <u>12,500.00</u> |
| 3.440 · Gilfillan Black Tamarack Wilkin | |
| Wilk 319 cash match \$182,137 | 1,413.57 |
| 3.440 · Gilfillan Black Tamarack Wilkin - Other | 4,240.10 |
| Total 3.440 · Gilfillan Black Tamarack Wilkin | <u>5,653.67</u> |
| 3.450 · Pleasant Charley Deep | 22,091.00 |
| 3.460 · Sucker Vadnais | 7,098.57 |
| Total 3.4 · Capital Imp. Projects/Programs | <u>51,369.74</u> |
| 3.48 · Programs | |
| 3.480 · Soil Health Grant | 82.04 |
| Total 3.48 · Programs | <u>82.04</u> |
| Total Expense | <u>106,054.68</u> |
| Net Ordinary Income | <u>-102,759.34</u> |
| Net Income | <u><u>-102,759.34</u></u> |

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 April 1 through June 1, 2024

2:08 PM

06/04/2024

Accrual Basis

| Type | Date | Num | Name | Memo | Account | Clr | Split | Amount | Balance |
|--------------------|------------|-----|-------------------------|--|------------|-----|----------------------------------|-----------------|-----------------|
| Apr 1 - Jun 1, 24 | | | | | | | | | |
| Credit Card Charge | 04/02/2024 | | Google*SVCAPPS_VLAWM | | US Bank CC | √ | WEB | 41.99 | 41.99 |
| Credit Card Charge | 04/08/2024 | | adobe *photography plan | | US Bank CC | √ | Software | 9.99 | 51.98 |
| Credit Card Charge | 04/11/2024 | | Vista Print | business cards | US Bank CC | √ | 3.320 · Marketing | 36.83 | 88.81 |
| Credit Card Charge | 04/12/2024 | | Zoom | subscription april24-april25 | US Bank CC | √ | 3.320 · Marketing | 149.90 | 238.71 |
| Credit Card Charge | 04/19/2024 | | Fresh Thyme | ICWC crew snacks | US Bank CC | √ | 3.485 · Facilities & Maintenance | 10.00 | 248.71 |
| Credit Card Charge | 04/19/2024 | | Starbucks | coffee for S to S | US Bank CC | √ | 3.485 · Facilities & Maintenance | 37.19 | 285.90 |
| Credit Card Charge | 04/19/2024 | | subway | lunch Corrections crew | US Bank CC | √ | 3.485 · Facilities & Maintenance | 131.23 | 417.13 |
| Transfer | 04/22/2024 | | | Funds Transfer | US Bank CC | √ | Checking - 1987 | -864.89 | -447.76 |
| Credit Card Charge | 04/25/2024 | | Adobe *Creative Cloud | | US Bank CC | √ | Software | 32.50 | -415.26 |
| Credit Card Charge | 05/02/2024 | | University of Minnesota | Dawn 2024 project initiation training | US Bank CC | | 3.160 · Training (staff/board) | 470.00 | 54.74 |
| Credit Card Charge | 05/02/2024 | | Google*SVCAPPS_VLAWM | | US Bank CC | √ | WEB | 42.00 | 96.74 |
| Credit Card Charge | 05/03/2024 | | print for change | monitoring reports | US Bank CC | √ | 3.482 · Landscape 2 | 189.00 | 285.74 |
| Credit Card Charge | 05/13/2024 | | University of Minnesota | Dawn 2024 project aquatic plant training | US Bank CC | | 3.170 · Misc. & mileage | 170.00 | 455.74 |
| Credit Card Charge | 05/14/2024 | | ESRI | ArcGIS credits | US Bank CC | | IT Systems - Hardware | 240.00 | 695.74 |
| Credit Card Charge | 05/16/2024 | | Vista Print | envelopes | US Bank CC | | 3.320 · Marketing | 72.59 | 768.33 |
| Credit Card Charge | 05/17/2024 | | walgreens | trash bags | US Bank CC | | 3.220 · Equipment | 9.49 | 777.82 |
| Credit Card Charge | 05/17/2024 | | 4Imprint | pens | US Bank CC | | Supplies | 400.57 | 1,178.39 |
| Credit Card Charge | 05/20/2024 | | Vista Print | envelopes | US Bank CC | | 3.320 · Marketing | 234.07 | 1,412.46 |
| | | | | | | | | 1,412.46 | 1,412.46 |
| Apr 1 - Jun 1, 24 | | | | | | | | | |

TEC Report to Board - June 2024

| Programs & Projects | Effort Level | Completion Date | Comments | | | | |
|---|--------------|-----------------|--|---------------------------------------|--|-----------------|--|
| | LOW | | | | | | |
| | MED | | | | | | |
| | HIGH | | | | | | |
| Projects | | | | Administration & Operation | | | |
| E. Vadnais Lake Subwatershed Resiliency Study | | ongoing | The E. Vadnais Lake Subwatershed Resiliency Study report was completed in May. Final invoicing will occur in June. Staff are working with the City of Vadnais Heights on next steps for implementing BMPs identified in the report. | Audit | | 2023 | Staff has completed work with CLA on the 2023 Audit. 2023 Audit was approved at the 4/24 Board meeting. |
| Oak Knoll Pond/Wood Lake | | 2024 | Zone 2 spent lime load/applications complete; Zone 1 has 9 remaining loads to full dose. | Budget | | for 2025 budget | 5 year project partnership table and early draft 2025 budget were approved at the 4/24 VLAWMO Board meeting. VLAWMO Subcommittee and TEC representative considered draft 2025 budget at their 5/30 meeting and recommended approved to the VLAWMO Board. The Board will consider budget at the 6/26 meeting. |
| Polar Lake Park Reuse Study | | Mid Late 2024 | Study approved by VLAWMO Board in April. Discussions with WBT on possible grant application development ongoing. | Personnel /HR | | ongoing | Training and professional development continues for staff |
| MPCA 319 /Wilkinson Lake BMPs | | 2024 | Eagle monitoring ongoing; pay request expected spring/summer. Planning underway for next round grant project. | SSU | | ongoing | The approved 2024 SSU certifications have been submitted to Anoka and Ramsey County. |
| Pleasant Lake Carp Management | | ongoing | Spring removal completed; high success rate with ~12,000 pounds removed. Planning for 2025 underway. | Strategic /watershed planning | | 2023-2025 | Priority Issue identification and authorization current focal point of WMP process. |
| Tamarack Alum Project | | 2024 | No quotes received. VLAWMO staff awaiting next step recommendations from Barr Engineering. | | | | |
| Programs | | | | | | | |
| City/Township MS4 | | June-July | Dispersal of water conservation smart irrigation/controller promotion with City of Vadnais Heights. | | | | |
| Education/Outreach | | May-June | Birch Lake Elementary school visit complete, WBL summer school activity scheduled for June 27. Vadnais Heights Icer Cream Social and WBL MarketFest education events scheduled. VLAWMO assistance with North Oaks Arbor Day event complete. | | | | |
| Website | | Feb-Sept | New website renovation in progress. Launch expected 9/24. Expression of new Watershed Management Plan phases, updates, and survey results in development on existing website. | | | | |
| WAV | | April | Development of Local Landscape Leaders program, Adopt-a-Raingarden volunteers trained and active, AIS volunteers active in monitoring, promotion and recruitment for 2024/25 cohort of Minnesota Water Stewards (2 Stewards to be sponsored for program). Interview and orientation to new volunteers on an on-demand basis. | | | | |
| Cost Share & BWSR WBIF | | ongoing | Site visits are steady and there continues to be strong interest in projects that are focused on native plant restoration for pollinators and reducing groundwater use. Soil Health Grant program funding may run out by July. Discussion with HOAs on smart irrigation controllers is ongoing. A pre-construction meeting for the Elmwood Park raingarden project is planned for June. Continuing to work on potential projects for the BWSR WBIF grant program with partners, including curb cut raingardens in White Bear Lake. | | | | |
| GIS | | ongoing | Updating the online GIS viewer as needed. | | | | |
| Monitoring | | ongoing | 2024 season underway | | | | |
| WCA | | ongoing | Administering WCA as needed. | | | | |

| FINANCIAL SUMMARY as of 6/1/2024 | | |
|----------------------------------|----------------|-----------|
| 4M Account (1.10) | 4M Plus (1.23) | Total |
| \$436,522 | \$245,516 | \$682,038 |

| Budget Summary | Actual Expense YTD | 2024 Budget "working" | Remaining in Budget | % YTD |
|----------------|--------------------|-----------------------|---------------------|------------|
| Operations | \$314,938 | \$949,742 | \$634,804 | 33% |
| CIP | \$242,946 | \$1,214,131 | \$971,185 | 20% |
| Total | \$557,884 | \$2,163,873 | \$1,605,989 | 26% |

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To: VLAWMO Board of Directors

From: Brian Corcoran and Phil Belfiori

Date: June 17, 2024

Re: **VI. A.** Consider motion to allow Chair Linder to sign Barr Engineering scope of work for grant application(s) development for Water Reuse at Polar Lakes Park

The VLAWMO Board approved the Polar Lakes Park Water Reuse Feasibility Study (Study) at the April 24, 2024 meeting. This Study was developed by Barr Engineering through a partnership between White Bear Township (WBT) and VLAWMO.

VLAWMO, White Bear Township and Barr Engineering staff are actively investigating possible competitive grant application opportunities with multiple agencies. Meetings are already scheduled with Met Council, BWSR and DNR over the next couple of weeks to discuss these potential grant or partnership opportunities and to determine if the conceptual Project identified in the Study could qualify for specific grants.

Agreed Upon Logistics for Grant Applications

Once /if a grant opportunity or partnership is determined as viable and the concept Project appears to qualify for a competitive grant, staff would recommend hiring Barr Engineering for grant application development and related engineering work. The engineering staff at Barr are considered some of the most experienced water reuse engineers in the State and have a high level of specific expertise in this unique type of water management project.

VLAWMO and WBT staff have agreed on the following process once a viable and eligible grant applications are identified:

- VLAWMO and WBT will review the grant application development scope of work from Barr.
- VLAWMO will approve the scope of work and pay Barr for the work as specified in the scope of work.
- WBT and VLAWMO will provide timely review the draft (s) of the BWSR grant application from Barr.
- Once WBT and VLAWMO have agreed to the Grant application language, the WBT will submit the grant application within the required timeline.
- WBT will be identified as the fiscal agent and the applicant on the application. VLAWMO will be listed as a partner.

The 2024 approved VLAWMO Budget did anticipate this specific work and does include funding up to \$20,000 for grant application development for the proposed Project. If approved, it would be anticipated that this budgeted amount would cover the cost for development of grant applications for the remainder of 2024 (there could be up to two to three grant applications opportunities?). Giving the uncertainty of timing and eligibility for these grant opportunities, staff is requesting Board authorization to have Chair Lindner sign the scope of work with Barr Engineering for the necessary work needed for grant application development. This process will allow for necessary approvals to keep the process moving forward in a timely fashion between Board meetings and allow for work to be completed in time for grant deadlines.

Preliminary /Initial Staff Discussions If Any Grant Applications are Successful

IF any grant applications are successfully obtained, it is anticipated that the two parties will further refine through a subsequent project agreement the description of the roles they will play in implementation of the Project. This anticipated project agreement would establish roles, responsibilities, and cost-sharing for the work to be performed pursuant to grant requirements. Although not binding, staff have had initial discussions that if a grant is successfully obtained, the Project would be implemented in partnership between the Township and VLAWMO with the proposed local match funding roughly split between the two parties. It has also been discussed that the Township would own, operate, and maintain the Project with a maintenance agreement between the two parties for sharing the major maintenance cost of the Project for the required grant timeframe. Please note that the above is only initial high level staff discussions, all project and /or maintenance agreements would need to be fully vetted and considered by the VLAWMO Board.

Staff recommendation

Staff recommends that the Board approve and authorize Chair Lindner to sign the Barr Engineering scope of work for grant application(s) development for the proposed Polar Lakes Park Water Reuse Project at a cost not to exceed \$20,000.

Requested Board Motion /Action

Director _____ Moves and Director _____ seconds approval to authorize Chair Lindner to sign Barr scope of work for grant application(s) development for proposed Polar Lakes Park Water Reuse Project at a cost not to exceed \$20,000.

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 18, 2024

Re: **VI. B.** Consider Draft MOU for Partnership with RCSWCD on White Bear Lake Sports Center Feasibility Study

Introduction

VLAWMO is seeking Board approval of a draft Memorandum of Understanding (MOU) for partnership with Ramsey County Soil and Water Conservation Division (RCSWCD) on a feasibility study for a White Bear Lake Sports Center water quality project.

Background

The City of White Bear Lake approached VLAWMO and RCSWCD with a potential partnership project opportunity at the White Bear Lake (WBL) Sports Center. The City is planning a full pavement rehabilitation at the WBL Sports Center parking lot as part of its 2024 street rehabilitation project. The City is interested in incorporating a water quality project with its pavement rehabilitation project if feasible.

VLAWMO staff, the City, and RCSWCD visited the Sports Center site on April 18th and determined a stormwater volume reduction and water quality project off of the North parking lot appears to be a promising location. In order to verify the feasibility of a project, additional onsite investigation is needed, which may include soil borings, water table depth measurements, and verification of watershed drainage area. RCSWCD has Engineering and Technical Assistance (ETA) State funding that can be utilized to hire a consultant for further exploration of this potential project through the completion of a feasibility study and design work, which requires a 25% local match. The City of White Bear Lake and VLAWMO are interested in partnering with RCSWCD on this feasibility study and design work through financial assistance for the local match contributions.

The feasibility study would have two phases of deliverables including, but not limited to:

- Phase 1: Field investigation results, verification of infiltration/filtration feasibility, and a draft concept with cost estimate and pollution reduction benefits
- Phase 2: Construction-ready design plans

If a project is feasible, RCSWCD would provide bid document preparation and construction oversight, and grant funding sources would be explored, such as the VLAWMO Landscape Level 2 Grant Program, the Board of Water and Soil Resources' Watershed-based Implementation Funding program or the Minnesota Pollution Control Agency Section 319 Small Watersheds Focus funding program.

VLAWMO and the City are proposing to split the 25% local match requirement for using the ETA funds to hire a consultant and each contribute a 12.5% match towards the feasibility work. \$15,000 was budgeted for the potential WBL Sports Center project through the Birch Lake subwatershed funds in the Board-approved 2024 budget. VLAWMO's proposed 12.5% local match contribution shall not exceed \$15,000.

A draft MOU for partnering on the WBL Sports Center feasibility study and providing financial assistance is attached for Board consideration. The MOU identifies RCSWCD would request feasibility study and design work proposals from engineering consultants and provide oversight and management of the

consultant selection process. VLAWMO and the City would participate in the review of the feasibility study and design proposals and partner on the professional services costs.

Staff Recommendation

VLAWMO staff recommend the Board of Directors to approve the attached draft MOU between VLAWMO and the Ramsey County Soil and Water Conservation Division to support the development of a feasibility study for a water quality project at the White Bear Lake Sports Center.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the MOU between VLAWMO and the Ramsey County Soil and Water Conservation Division with non-material changes.

Attachments

- Draft MOU with RCSWCD

**Draft Memorandum of Understanding Between
Vadnais Lake Area Watershed Management Organization
and Ramsey County**

This Memorandum of Understanding (“**MOU**”) is made and entered into by and between the Vadnais Lake Area Watershed Management Organization (“**VLAWMO**”) and Ramsey County (“**County**”) each acting by and through its duly authorized governing bodies.

WHEREAS, VLAWMO and the County mutually desire to partner on a feasibility study and design (“**Study**”) within the Birch Lake subwatershed (“**Subwatershed**”) in the City of White Bear Lake in Ramsey County;

WHEREAS, Birch Lake is a priority waterbody to protect within VLAWMO;

WHEREAS, the County, the City of White Bear Lake (“**City**”), and VLAWMO determined the White Bear Lake Sports Center (“**Site**”) is a promising location for a potential stormwater volume reduction and water quality improvement project within the Subwatershed;

WHEREAS, VLAWMO budgeted \$15,000 in its Birch Lake Subwatershed fund within its 2024 budget for a future project at the Site;

WHEREAS, the County, City, and VLAWMO mutually desire to partner on the development of the Study;

WHEREAS, the parties wish to clearly define their respective roles in the development and completion of this Study;

Now, therefore, the parties hereby agree to enter into this MOU and to comply with the following processes with respect to the Study:

1. VLAWMO Responsibilities. VLAWMO agrees to do each of the following:
 - a. Share 12.5% of the matching funds with the City for professional services costs to complete the Study. The total amount of VLAWMO’s contributions to those costs shall not exceed \$15,000;
 - b. Pay invoices received from the County for reimbursement of professional services costs within 60 days of receipt;
 - c. Attend meetings and participate in discussion related to the development of the Study; and
 - d. Provide background information or data (if any) necessary for the preparation of the Study.

2. County Responsibilities. The County agrees to do the following:
 - a. Manage Ramsey County Cooperative Contract ID: RC-000556;
 - b. Coordinate the consultant hiring process for completion of the Study;
 - c. Provide for management and oversight of the Study;
 - d. Participate in the development of the Study and schedule meetings with VLAWMO and the City when needed;

- e. Invoice VLAWMO for its share of the cost for professional services; and
 - f. Share and distribute results and deliverables of the Study to VLAWMO and the City;
3. Use of Study. The reports or documents produced in whole or in part under this MOU will be subject to fair use and may not be the subject of an application for copyright by or on behalf of the County or VLAWMO. The County and VLAWMO may use, without restriction, the work products of the Study including, but not limited to, any associated reports and documents.
 4. Term. This MOU is effective on the date of the last party to execute it. This MOU shall terminate upon completion of the Study and payment for the professional services costs incurred as provided herein.
 5. Amendments. The terms of this MOU may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this MOU.
 6. Termination. Each party has the right to terminate this MOU at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination.
 7. Entire Agreement. This MOU constitutes the entire agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives and is effective as of the date of the last party to execute it.

**Vadnais Lake Area Watershed
Management Organization**

Ramsey County

Chairperson

Manager

Administrator

Date: _____

Date: _____

Soil and Water Conservation Division

Date: _____

Attorney's Office

Date: _____

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 18, 2024

Re: **VI.C.** Consider Landscape Level 2 2024-03 Three Oaks Smart Irrigation Controller Grant Application

Introduction

LL2 2024-03 Three Oaks HOA Smart Irrigation Controller

- Applicant: Three Oaks HOA
- Location: Three Oaks Neighborhood including:
 - Mehegan Lane and Mehegan Court off of Centerville Road
- Project Type: Smart Irrigation Controller and Irrigation Audit
- Total Estimated Project Cost: \$7,720.00
- VLAWMO Grant Recommendation: 90%, up to \$6,948.00

Background

This application proposes irrigation system updates through the completion of an irrigation audit and the installation of a new smart irrigation controller that serves a 23-acre neighborhood in White Bear Township. The project area includes 28 homes. Like other communities within VLAWMO, White Bear Township is within the North and East Metro Groundwater Management Area and the DNR is supportive of groundwater consumption reduction efforts within this area.

As part of the project, an irrigation audit will be completed to investigate the existing system's sprinkler heads to determine if changes can be made in addition to the installation of a smart irrigation controller to reduce groundwater usage and create a more efficient irrigation system. The existing system currently overwaters many areas and does not have smart features to control when or where it waters. The system will be upgraded to the newer-technology Weathermatic smart irrigation controller with a flow sensor and weather-based sensor to reduce water use. Three Oaks HOA recently started monitoring water usage due to high water bill costs. The new smart irrigation controller would provide the HOA the ability to monitor real-time water usage that will make the monitoring easier and allow the HOA to have more control over the system. A grant agreement requiring annual reporting to VLAWMO will be required so staff can continue working to gather information regarding smart irrigation controllers and groundwater conservation.

The applicant obtained one bid for the irrigation audit from Global Irrigation Solutions for \$3,500.00. The applicant also obtained two bids for the smart irrigation controller project below:

- Horticulture Services (bid with flow sensor): \$6,104.97
- Peterson Companies: \$4,220.00

The estimated project costs and proposed grant award are based on Peterson's low bid with the irrigation audit cost. This project was not discussed at the TEC meeting on June 12th since there is a quick project completion timeline and the next Board meeting is not until August. VLAWMO staff felt 90% funding is consistent with similar applications and the Board's interest in promoting more groundwater conservation projects.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 2 Grant funds for the 2024-03 Three Oaks HOA Smart Irrigation Controller.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 2 grant application 2024-03 at 90% of eligible project expenses, not to exceed \$6,948.00 in accordance with VLAWMO staff's recommendation and established program guidelines, and to authorize staff to sign the grant agreement with Three Oaks HOA.

Attachments

- Application packet: https://www.vlawmo.org/index.php/download_file/4922/
- PowerPoint slides

VI.C.2 Three Oaks HOA Smart Irrigation Controller LL2 2024-03 Grant Application

Lauren Sampedro
Board of Directors
6/26/2024



LL2 2024-03 Location Aerial



Bid Summary



- **Irrigation Audit**
 - Global Irrigation Solutions: \$3,500
- **Smart Irrigation Controller**
 - Horticulture Services: \$6,104.97
 - Peterson Companies: \$4,220.00

Audit + Horticulture Services Bid = \$9,604.97

Audit + Peterson Companies Bid = \$7,720.00 Low Bid

Proposed Motion



It was moved by _____ and seconded by _____ to approve the Landscape Level 2 Grant Application 2024-03 at 90% of eligible project expenses, not to exceed \$6,948.00 in accordance with VLAWMO staff's recommendation and established program guidelines, and to authorize staff to sign grant agreement with Three Oaks HOA.

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 18, 2024

Re: **VI.D.** Consider Landscape Level 2 2024-04 City of Vadnais Heights Smart Irrigation Controllers Grant Application

Introduction

LL2 2024-04 City of Vadnais Heights Smart Irrigation Controllers

- Applicant: City of Vadnais Heights
- Location: Vadnais Heights City Hall and Kohler Meadows Park
- Project Type: Smart Irrigation Controllers
- Total Estimated Project Cost: \$2,346.18
- VLAWMO Grant Recommendation: 90%, up to \$2,111.56

Background

This application builds on the 2023 partnership with the City of Vadnais Heights on installing smart irrigation controllers at public properties owned by the City to reduce groundwater usage. The application proposes new smart irrigation controller systems at the Vadnais Heights City Hall and the City's Kohler Meadows Park. In 2023, a trial Baseline-brand smart irrigation controller was piloted by the City at its City Hall site. It was loaned from Peterson Companies and now the City is ready to purchase its own smart irrigation controller at City Hall.

After the City's 2023 smart irrigation controller project, the City found it prefers the weather-based Hunter smart irrigation controllers over the soil-based Baseline smart irrigation controller type, which were tested during that project. As part of this proposed project, the irrigation system at the City Hall will be upgraded to a newer-technology Hunter smart irrigation controller. The existing irrigation system at the City's Kohler Meadows Park will also be upgraded to give it smart capabilities and to install a flow sensor. Similar to the City's 2023 project, a grant agreement requiring annual reporting to VLAWMO will be required to gather information on the possible groundwater conservation benefits of smart irrigation controllers.

The applicant obtained two bids for the project below:

- Peterson Companies: \$8,177.00
- Horticulture Services: \$2,111.56

The estimated project costs and proposed grant award are based on Horticulture Services' low bid. This project was not discussed at the TEC meeting on June 12th since there is a quick project completion timeline and the next Board meeting is not until August. VLAWMO staff felt 90% funding is consistent with similar applications and the Board's interest in promoting more groundwater conservation projects.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 2 Grant funds for the 2024-04 City of Vadnais Heights Smart Irrigation Controllers.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 2 grant application 2024-04 at 90% of eligible project expenses, not to exceed \$2,111.56 in accordance with

VLAWMO staff's recommendation and established program guidelines, and to authorize staff to sign the grant agreement with the City of Vadnais Heights.

Attachments

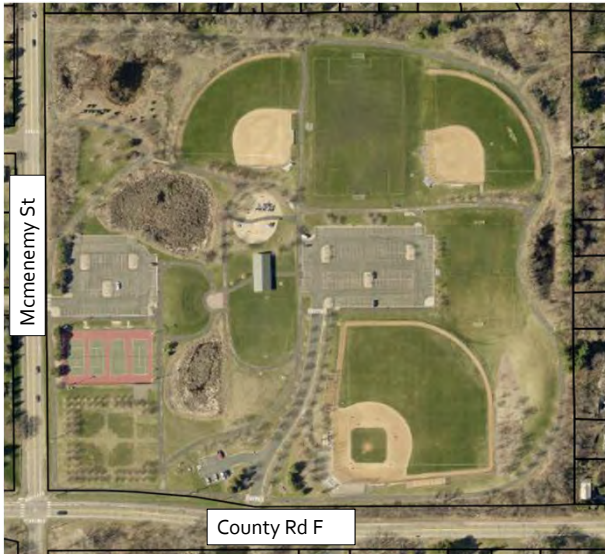
- Application packet: https://www.vlawmo.org/index.php/download_file/4923/
- PowerPoint slides

VI.D. City of Vadnais Heights Smart Irrigation Controllers LL2 2024-04 Grant Application

Lauren Sampedro
Board of Directors
6/26/2024



LL2 2024-04 Location Aerial



Kohler Meadows Park



Vadnais Heights City Hall

Bid Summary



- **Kohler Meadows Park**
 - Upgrade existing Hunter ICC2 controller and cell/wifi module
 - Install flow sensor
- **City Hall:**
 - Install new Hunter ACC2/ICC2 smart controller and cell/wifi module
- **Technician Install Labor**

Total Bid from Peterson Companies: \$8,177.00

Total Bid from Horticulture Services: \$2,111.56

Proposed Motion



It was moved by _____ and seconded by _____ to approve the Landscape Level 2 Grant Application 2024-04 at 90% of eligible project expenses, not to exceed \$2,111.56 in accordance with VLAWMO staff's recommendation and established program guidelines, and to authorize staff to sign grant agreement with the City of Vadnais Heights.

To: VLAWMO Board of Directors

From: Dawn Tanner and Phil Belfiori

Date: June 19, 2024

Re: **VI. E.** : Consider anticipated pay request for Wilkinson deep-water wetland restoration project

Monitoring is ongoing at the Wilkinson deep-water wetland, including USFWS required eagle monitoring and water-quality monitoring as per the HEI scope approved at the April Board meeting.

At the time of packet preparation, a pay request has been received by HEI and is being reviewed. It is anticipated that the pay request will be walked up to the Board at the meeting.

There are a few remaining items that are being completed by the contractor following the current pay request, including a final spot treatment of invasives. A final pay request is expected at the August Board meeting. HEI is scheduling a final drone flight in July to show the final completed project area.

Requested Action: Staff requests that the Board authorize signing the anticipated pay request and issuing payment.

Attachments:

1. Pay request and memo from HEI, anticipated to be walked up at the Board meeting

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To: VLAWMO Board of Directors

From: Phil Belfiori and Dawn Tanner

Date: June 19, 2024

Re: **VI. F.:** Consider Subcommittee recommendation to send letter to RWMWD regarding West Vadnais Lake Boundary per subcommittee recommendation

The Subcommittee reviewed background information and attachments provided in this memo at their May 2024 meeting. This memo is an abbreviated version of what was presented to the Subcommittee. The Subcommittee has requested that the full Board respond to RWMWD's communication with the provided draft letter.

Summary

RWMWD approached VLAWMO in the past to request a discussion and stated their intention to pursue a boundary change that would move West Vadnais Lake into the RWMWD instead of VLAWMO. This request was made on scientific and hydrologically sound arguments. This spring, RWMWD sent VLAWMO an email stating that they no longer wished to pursue a boundary change.

Background

Historically, East and West Vadnais Lakes were connected. At some point prior to 1940, a berm and walking trail was created that separated the two lakes. It was assumed that there was still some connection between the two lakes. West Vadnais Lake was included in VLAWMO when it was established in 1983.

Research conducted by RWMWD with St. Paul Regional Water Services (SPRWS), beginning in 2018, demonstrated that the lakes are not connected. Conclusions were stated in the Environmental Assessment Worksheet for completion of the outlet modification. The conclusion was provided by Barr Engineering as part of the EAW that:

“West Vadnais Lake is separated from East Vadnais Lake by a constructed berm/causeway, and the lakes are hydrologically independent.” geotechnical memo from Barr Engineering that was included in the EAW in August 2019.

In VLAWMO, the watershed drains to East Vadnais Lake, which is the reservoir for drinking water for St. Paul and surrounding communities. As such, protecting this lake and improving connected impaired waters is the highest priority for VLAWMO.

Watershed inputs (external load) flow into West Vadnais Lake from the Ramsey-Washington Metro Watershed (RWMW) through a pipe under Rice Street and flow out of West Vadnais Lake—which is in VLAWMO's the legal boundary—back into RWMW at an outlet that was reconstructed by RWMW so that they could directly control lake levels and respond to flooding concerns (See maps in Attachment 1). Only the lake itself is in VLAWMO.

Based on data in the RWMWD Plan, the following table compares West Vadnais Lake Subwatershed area within VLAWMO and RWMWD:

| West Vadnais Subwatershed in VLAWMO | West Vadnais (Grass Lake) Subwatershed in RWMWD* | Total Subwatershed Area of Lake * |
|-------------------------------------|--|-----------------------------------|
| 301 acres | 5,688 acres | 5,989 acres |
| 5% | 95% | 100% |

* per RWMWD Watershed Management Plan language above.

If West Vadnais Lake was prioritized for activity by the VLAWMO Board, VLAWMO could choose to provide cost share partnership funding on internal load (pollution that is concentrated in lake sediments from historical inputs). However, in watershed practice, internal load is only effectively addressed following sufficient completion of reductions in external load.

RWMWD’s request for boundary change in 2021 and 2022

Although communication had been ongoing over previous years, especially due to episodic flooding that occurs in the Ramsey-Washington Metro Watershed, a specific boundary change request had not been previously pursued by either RWMWD nor VLAWMO. Communication from RWMWD to VLAWMO was ongoing as of 2019 with Administrator McNamara. In 2021-2022, RWMWD increased activity and stated the objective to request a boundary change. This would allow RWMWD to manage their watershed, which scientifically and hydrologically includes West Vadnais Lake.

VLAWMO received communication from RWMWD Administrator Carstens in November 2021 as a result of action taken at the RWMWD Board meeting and discussion on October 6, 2021. RWMWD requested VLAWMO attendance at a future RWMWD meeting regarding the RWMWD intended request for a boundary change. On December 8, 2021, the VLAWMO Board discussed and reached consensus that the VLAWMO Subcommittee would attend a future RWMWD Board meeting to listen and discuss. A joint RWMWD & VLAWMO discussion on RWMWD Interest in Possible Boundary Change for the West Vadnais Lake Drainage Area was held on February 2, 2022. Following that meeting, VLAWMO staff engaged with the VLAWMO subcommittee and the City of Vadnais Heights.

The discussion culminated with a letter from the RWMWD Board to the VLAWMO Board dated April 20, 2022 (Attachment 2). In this letter, RWMWD closed with the request for VLAWMO to discontinue work on West Vadnais Lake: “With a potential boundary change, the RWMWD assumes future responsibilities for water quality improvement in WV [West Vadnais Lake]. This is an appropriate role for RWMWD, considering the inputs and location of the output of the lake.”

When VLAWMO received the formal request from the RWMWD Board for intended boundary change, VLAWMO worked with RWMWD and partners, including Vadnais Heights, which would have potentially increased fees to tax payers within their community.

RWMWD staff and Board President attended the VLAWMO Board meeting on June 22, 2022, to summarize why they were pursuing the boundary change request and presented technical and scientific arguments in favor of a boundary change. As a result of the technical and scientific arguments provided by RWMWD, the VLAWMO Board and Vadnais City Council took formal actions to approve the request and provided that approval to RWMWD.

Based on findings and direction identified in the April 20 letter from the RWMWD and technical support provided by the Board president and staff at the June 22, 2022, meeting and the subsequent VLAWMO Board action to approve the boundary change process, VLAWMO paused partnering with RWMWD on West Vadnais projects. VLAWMO has put \$0 in the operating budget annually since the directive from RWMWD was received, while waiting for further response and a petition request for a boundary change from RWMWD.

In May 2024, VLAWMO received an email from RWMWD staff where they stated that they no longer wish to pursue a boundary change (Attachment 3).

Technical and scientific rationale as identified by RWMWD for the boundary change

In the letter from RWMWD in 2022, RWMWD provided detailed, scientifically-based information to support their intended request for a boundary change so that RWMWD could most efficiently manage West Vadnais Lake. RWMWD argued that due to:

- The scientific foundation that West Vadnais is not in the Vadnais Lake Area Watershed. This information was the result of a study at the berm conducted by RWMWD that showed that the 2 Vadnais lakes are not connected. Additionally, water flows into West Vadnais from the RWMW at the lake inlet and flows directly back into the RWMW at the outlet,
- Multiple projects on West Vadnais Lake completed by RWMWD,
- Episodic and severe flooding issues in RWM Watershed located upstream and downstream from West Vadnais Lake,
- The need to rapidly make decisions and respond during flooding events,

RWMWD announced their intended next step to request a boundary change with the Board of Water and Soil Resources (BWSR). As part of that notification, stated that “RWMWD assumes future responsibilities for water quality improvement in WV.”

RWMWD’s existing and past lead work on WV

RWMWD has continued doing projects including vegetation management, rough fish management, and maintenance/control of the outlet (as provided in email communication to VLAWMO re: rough fish and from SPRWS re: vegetation management). RWMWD has invested and continues to invest in projects on and toward improvement of West Vadnais Lake. Some of those projects include:

- In-Lake Vegetation Clean-Out
- Vadnais Blvd Twin Pipes
- West Vadnais Lake Overflow Bypass System
- West Vadnais Lake Outlet

Projects are detailed in the letter from RWMWD dated April 20, 2022.

When VLAWMO received the intended request for boundary change, VLAWMO had been working with RWMWD jointly on the in-lake, invasive Common carp removal program.

RWMWD and VLAWMO worked jointly on carp management in 2020 and 2021. RWMWD was the lead on the project, and the West Vadnais portion of the project was a subset of their larger carp management program that includes waterbodies directly connected to West Vadnais Lake. Partnership on the carp removal program was undertaken upon request of RWMWD and resulted from a comprehensive report by RWMWD and short communication received by VLAWMO (March 14, 2018). VLAWMO had budgeted and including some future limited cost-share partnership funding in the VLAWMO Watershed Management Plan to continue partnering on carp management and other WVL management activities with RWMWD beyond 2021. The amount of cost-share partnership identified in the VLAWMO Watershed Management Plan was generally “scaled” consistent with the small percentage of contributing watershed area to WVL within the VLAW. VLAWMO paused that contribution in 2022 because of the notification for an intended request for boundary change.

MPCA’s guidance regarding changes in TMDL initiation and development process

During the first cycle of Total Maximum Daily Load (TMDL) development, a TMDL was required for all listed impaired waterbodies. Completion dates were set at 10 years following listing. A TMDL was completed by VLAWMO and partners in 2013 for waterbodies that were listed as impaired at that time. West Vadnais, Pleasant, and Tamarack Lakes were not included.

MPCA is now in their second cycle of TMDL development. At a meeting that included MPCA staff, VLAWMO staff, Vadnais Heights staff, and two subcommittee members on May 20, 2024, MPCA provided an update in how the TMDL process is now functioning (Attachment 4).

In summary, TMDLs for high priority waterbodies are supported and worked on collaboratively with MPCA. MPCA conducts planning approximately 2 years out, because of capacity limitations, when local partners express their interest and desire for TMDL development. TMDL development is not required. In the case of West Vadnais Lake, with its external load coming primarily from the Ramsey-Washington Metro Watershed if a TMDL was prioritized for development, it would need to include a collaborative, joint process with RWMWD and VLAWMO.

VLAWMO is in development of its next iteration 10-year Comprehensive Watershed Management Plan. RWMWD is about a year behind VLAWMO for their scheduled next iteration plan. Development of both plans may provide an opportunity for collaborative discussions regarding future possible activities toward improvement of West Vadnais Lake.

A timeline of relevant steps of West Vadnais communication was provided to the Subcommittee (Attachment 5).

Requested Subcommittee Discussion held previously

At their meeting on May 30th, the VLAWMO subcommittee reviewed and reached consensus recommendation on the attached letter (Attachment 6) responding to RWMWD regarding receipt of recent communication, the updated TMDL process guidance from MPCA, and general support for continued boundary change for most effective and efficient management of West Vadnais Lake.

This Subcommittee recommended letter is now under consideration in the consent agenda of the June 26, 2024, VLAWMO Board meeting.

Requested Action: Director _____ moves and Director _____ seconds to authorize and send the attached letter (attachment 6) in response to RWMWD.

Attachments:

1. Maps showing West Vadnais Lake/including inlet and outlet
https://www.vlawmo.org/index.php/download_file/4924/
2. Letter from RWMWD dated April 20, 2022
https://www.vlawmo.org/index.php/download_file/4925/
3. Email received from RWMWD dated May 2, 2024
https://www.vlawmo.org/index.php/download_file/4926/
4. Email from MPCA with responses to VLAWMO's questions regarding updated TMDL process
https://www.vlawmo.org/index.php/download_file/4927/
5. Timeline of process
https://www.vlawmo.org/index.php/download_file/4928/
6. Draft letter to RWMWD under consideration at the June 26 VLAWMO Board meeting

Attachment 6

June 26, 2024

Ramsey-Washington Metro Watershed District
Attention: Administrator Tina Carstens
2665 Noel Dr
Little Canada, MN 55117

Re: VLAWMO response to RWMWD West Vadnais Lake (WVL) Boundary Discussion

RWMWD Board of Managers and Administrator Carstens:

VLAWMO appreciates the recent response by email on May 2, 2024, from Administrator Carstens to VLAWMO staff (Attachment 1) that was an update to the letter received by VLAWMO from RWMWD dated April 20, 2022 (Attachment 2) and the subsequent formal action by the VLAWMO Board of Directors and City of Vadnais Heights City Council in May and June 2022.

In review of these past documents, it is not clear to the VLAWMO Board why RWMWD is seeking to discontinue the boundary change request. The technical and scientific rationale for the boundary change has been thoroughly documented by RWMWD most recently in the April 20, 2022, letter. That rationale was supported through follow-up meetings and Q&A provided by RWMWD Board President and staff. Part of the RWMWD presented rationale includes:

- The scientific foundation that WVL is functionally in the Ramsey-Washington Metro hydrologic Watershed (RWMW) because East and West Vadnais Lakes are not detectably hydrologically connected, and water flows into WVL from the RWMW at the lake inlet and flows directly back into the RWMW at the outlet
- The much larger hydrologic watershed area draining into the lake from the RWMWD legal boundary compared to the Vadnais Lake Area Watershed (VLAW)
- Completed and ongoing projects on WVL by RWMWD
- Episodic, severe flooding in the RWMW located up and downstream of WVL
- The need to rapidly make decisions and respond during flooding events
- The need to address external loading before internal load can be addressed,
- RWMWD statement that it assumes future responsibilities related to water quality:

“With a potential boundary change, the RWMWD assumes future responsibilities for water quality improvement in WVL [West Vadnais Lake]. This is an appropriate role for RWMWD, considering the inputs and location of the output of the lake.”

Before the letter was sent by RWMWD, VLAWMO had been providing partnership with RWMWD on management of internal lake activities, including the rough fish program targeted toward removal of invasive Common carp. These activities supported both entities' goals by supporting RWMWD's larger program of carp removal program in connected upstream and downstream waterbodies and worked to advance VLAWMO's goals of improving water quality in the lake. VLAWMO was also in the process of

planning to provide partnership and financial support, likely generally commensurate to the amount of the total subwatershed area to WVL that is within VLAWMO, to RWMWD or other parties for them to lead an upcoming TMDL. An appropriate level of partnership on an internal load feasibility investigation, once subwatershed loading is addressed, was also planned.

When VLAWMO received the request for an intended boundary change, VLAWMO worked with RWMWD and partners, including City of Vadnais Heights, which would have directly impacted residents in their community. RWMWD staff and the Board President attended the VLAWMO Board meeting on June 22, 2022, to summarize the boundary change request inquiry and emphasize technical and scientific arguments. As a result of these well-founded arguments, the VLAWMO Board and Vadnais Heights City Council took formal actions to approve or support the request and communicated that support to RWMWD.

Given the rationale provided by the RWMWD Board in the April 20, 2022, letter, VLAWMO paused partnering with RWMWD on WVL projects. VLAWMO has put \$0 in the operating budget annually since the letter from RWMWD was received, while waiting for further response.

In May 2024, VLAWMO received an email from RWMWD staff where they stated that they no longer wish to pursue a boundary change. Following that communication from RWMWD, VLAWMO staff, City of Vadnais Heights staff, and two VLAWMO subcommittee members met with MPCA for updated guidance in the TMDL process. MPCA emphasized that local partnerships and joint interaction would be essential for development of an eventual TMDL for WVL, and that a TMDL is not required but could be developed at such time as affected entities place a high priority on its development. Such activity would also happen with collaboration and partnership from MPCA and would need to be requested in such a way to allow MPCA to plan, allocate resources, and establish possible data needs to inform the process. At this time, leading development on a TMDL for WVL is not a high priority activity for VLAWMO, due to the undisputed scientific and management rationale provided by the RWMWD in the April 2022 letter and VLAWMO's ongoing prioritized work to improve impaired waterbodies directly connected in the drinking water chain of lakes leading to East Vadnais Lake.

Request for further discussion

The VLAWMO Board requests that the two organizations continue to communicate on this topic to gain a better understanding of the revised position of RWMWD and discuss possible options for future management of WVL. As you are aware, VLAWMO is currently working on the Comprehensive Watershed Management Plan process. This, along with RWMWD's upcoming Plan update process, could allow for a framework for joint discussions and identification of possible joint priority activities. VLAWMO also requests periodic updates as to ongoing work being done by RWMWD that directly affects WVL.

Sincerely,

Board Chair, Jim Lindner, on behalf of the VLAWMO Board

Attachments:

1. Email received from RWMWD dated May 2, 2024
2. Letter from RWMWD dated April 20, 2022

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To: VLAWMO Board of Directors
From: Phil Belfiori
Date: June 19, 2024
Re: **VI. G.:** Consider Legal Representation

Troy Gilchrist is leaving Kennedy & Graven. Per law, VLAWMO will now need to determine if it wishes to continue with Troy at his new firm for the remainder of 2024. The attached letter/form was sent to VLAWMO staff dated May 24, 2024.

Of the options identified in the letter, staff recommends selection of: “The WMO wishes to have Town Law Center PLLP provide its legal representation” which is Troy’s new firm. If selected, Troy /his new firm would follow the existing proposal with VLAWMO and would charge the same rates as identified in that late 2022 documentation.

VLAWMO is required to conduct the bi-annual solicitation for competitive quotes for legal services later this year. Troy will be required to compete and submit a proposal per that process and the Board will make the final decision on legal services for 2025 and 2026.

Proposed Board motion:

Direction _____ moves and Director _____ seconds approval of Town Law Center PLLP provide its legal representation for the remainder of 2024.

Attachment:

1. Letter dated May 24, 2024 from Kennedy and Graven



150 South Fifth Street
Suite 700
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
www.kennedy-graven.com

Affirmative Action, Equal Opportunity
Employer

May 24, 2024

Phil Belfiori
Vadnais Lake Area WMO
Vadnais Heights Area Water Management Organization
800 East County Road E
Vadnais Heights, MN 55127

Re: Legal Representation

Dear Administrator,

We are writing to inform you that Troy Gilchrist is leaving Kennedy & Graven. He and Jason Hill are forming a new law firm. Troy’s last day with the firm will be June 7, 2024. Troy’s departure raises the question of who the watershed management organization (“WMO”) wants to handle its pending and ongoing legal matters. We are ready, willing, and able to work together on your behalf to make this transition as seamless as possible. It is the WMO’s choice as to who represents the WMO going forward.

If the WMO chooses to continue to have Kennedy & Graven provide your legal representation, David Anderson and Sam Ketchum would serve as your attorneys. David is currently the attorney for the Bassett Creek Watershed Management Commission and Sam also regularly provides legal counsel to the firm’s WMO clients. Attached to this letter are bios for both David and Sam.

If the WMO chooses to continue to have Troy provide your legal representation, your files will be transferred to Troy at his new firm, Town Law Center PLLP. The WMO also has the option of choosing another law firm for its legal representation. Please make your selection below and return this form when you are able.

- The WMO wishes to have Kennedy & Graven continue to provide its legal representation
- The WMO wishes to have Town Law Center PLLP provide its legal representation
- The WMO wishes to have Town Law Center PLLP provide its legal representation, except as to the following matters, which the WMO wishes to have Kennedy & Graven continue to provide its legal representation:

- The WMO wishes to retain another law firm for its legal representation.

Please return this form to:

James Thomson
Kennedy & Graven, Chartered
150 Sout Fifth Street, Suite 700
Minneapolis, MN 55402
jthomson@kennedy-graven.com
612-337-9209

New firm contact information:

Troy Gilchrist
Town Law Center PLLP
1250 Wayzata Blvd E, Unit #1065
Wayzata, MN 55391
Troy@townlawcenter.com
612-220-5723

Please feel free to contact either of the undersigned if you have any questions.

Sincerely,

Kennedy & Graven

James J. Thomson
By: James J Thomson
President

Troy Glichrist
Troy Gilchrist

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To: VLAWMO Board of Directors
From: Dawn Tanner
Date: June 19, 2024
Re: **VI. H.:** Consider Deep Lake restoration work MOU with NOHOA

VLAWMO staff have worked with NOHOA and residents on Deep Lake to continue the Deep Lake buckthorn removal and shoreline restoration efforts. This effort was initiated with Natural Shore Technologies as a partnership project between VLAWMO and NOHOA in 2023. The partnership project resulted from a prioritization study that was completed by NOHOA with Natural Shore Technologies to inform buckthorn removal and restoration. The continuation of the project was anticipated in the 2024 VLAWMO budget. The signed MOU is included in the packet.

Recommended Action: The TEC and staff have provided a recommendation for the Board to sign the MOU at the June regular Board meeting and VLAWMO staff to return the fully executed MOU to NOHOA.

Attachment:

1. MOU between VLAWMO and NOHOA to complete the second year of restoration of Deep Lake shoreline

https://www.vlawmo.org/index.php/download_file/4929/

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To: VLAWMO Board of Directors

From: Phil Belfiori

Date: June 19, 2024

Re: **VI. I. Consent** – Consider LMC Liability Waiver Form for Insurance Renewals

Consistent with past years, staff is working on submission on LMC Liability Insurance application. As part of this process, the application asks if VLAWMO wishes to waive statutory tort limits. Per the recommendation of Marc Bullis, VLAWMO insurance representative, the proposed motion below identifies the that the Board wish to NOT waive its monetary limits on liability. Last year the Board did not waive.

Proposed Motion

Director _____ moves that VLAWMO wish to **NOT WAIVE** the monetary limits on municipal tort liability established by Minn.Stat. § 466.04.

Attached:

- LMC Liability waiver form

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: **Vadnais Lake Area Water Management Org.**

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

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To: VLAWMO Board of Directors
From: Phil Belfiori
Date: June 19, 2024
Re: **VI. J.:** Consider Joining RCLLG's CLAW

The VLAWMO Subcommittee and staff recommend joining the Ramsey County League of Local Governments (RCLLG's) CLAW- See attached flyer.

Annual membership is only \$275, per watershed organization, and includes all the benefits in the flyer.

FYI – I was honored to be asked by the Ramsey County Watersheds to present on their behalf at the May 10 CLAW program. **See link for recording and newsletter:** <https://t.co/Jbz7gMt1oE>

Request Board action : Consider joining CLAW

Proposed Board motion:

Direction _____ moves and Director _____ seconds to approve joining CLAW for the \$275 annual membership.

Attachment:

1. CLAW Flyer



CLIMATE ACTION WORKING GROUP

JOIN US IN SUPPORT.

Climate action is a collective priority of the members of the Ramsey County League of Local Governments ("RCLLG"), which represent Ramsey County municipalities, including 14 cities, one township, four school districts, the County Government, and various associate and individual members.

In 2024, the Climate Action Working Group ("CLAW") was formed to represent RCLLG members and other Ramsey County jurisdictions working to meet initiatives outlined in the work plan.

You're invited to show your support for local climate action by joining the CLAW!



2024 KEY INITIATIVES

1) Climate Action Planning Support for Local Governments

- Workshops and Community Engagement
- Local Planning Grants

2) Manufactured Homes Initiative



[Visit our website to view our work plan](#)



COMMON FRAMEWORK

Ramsey County Climate Action Plan



Any questions? Contact Noelle Hulshizer at RCLLG@fusionLP.org or 952-885-8087

To: VLAWMO Board of Directors
From: Dawn Tanner, Phil Belfiori, and Greg Wilson
Date: June 19, 2024
Re: **VI. K.:** Update on Spent Lime demonstration project

A request for payment (Payment #3) was received by VLAWMO, paid at the recommendation of the TEC at the June meeting, and is included in the packet for reference. The request included 4 spent lime loads (2 in Zone 2 and 2 in Zone 1) applied since the previous payment (Payment #2) pay request.

As of Payment #3, Zone 2 was completed, and there were 9 loads remaining for Zone 1. VLAWMO monitoring is ongoing as loads are applied.

At the time of packet preparation, 8 loads are remaining for Zone 1.

Attachments:

1. Barr Memo: Tracking through Payment #3 for Oak Knoll Pond Spent Lime Application
https://www.vlawmo.org/index.php/download_file/4931/
2. Barr Memo: Recommended Payment #3 for Oak Knoll Pond Spent Lime Application
https://www.vlawmo.org/index.php/download_file/4932/

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 19, 2024

VI. L.: Update on Carp Management program in Pleasant Lake

Coordination is ongoing for the spring carp removal between Pleasant and Deep Lakes. At the time of packet preparation, ~11,800 pounds and 590 carp have been removed so far in 2024. The season and new barrier location has resulted in a highly successful spring removal. Removals began on April 11, 2024, and, at the time of packet preparation, no removals have been completed since May 22, 2024.

| | |
|--|--|
| <p>Carp Solutions team conducting removal on May 22, 2024</p> | <p>May 22, 2024 was the best day of the project with a removal of 197 carp and ~4,000 pounds</p> |
|  |  |

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To: Board of Directors
From: Nick Voss, Education and Outreach Coordinator
Date: June 26, 2024
Re: VI. M. Update on Pleasant Lake Signs

The Pleasant Lake education signs have been installed around the Pleasant Lake. One is located at the Pleasant Lake Beach and the other at the Pleasant Lake boat landing. VLAWMO thanks the North Oaks Home Owner's Association for its support in this successful collaboration.



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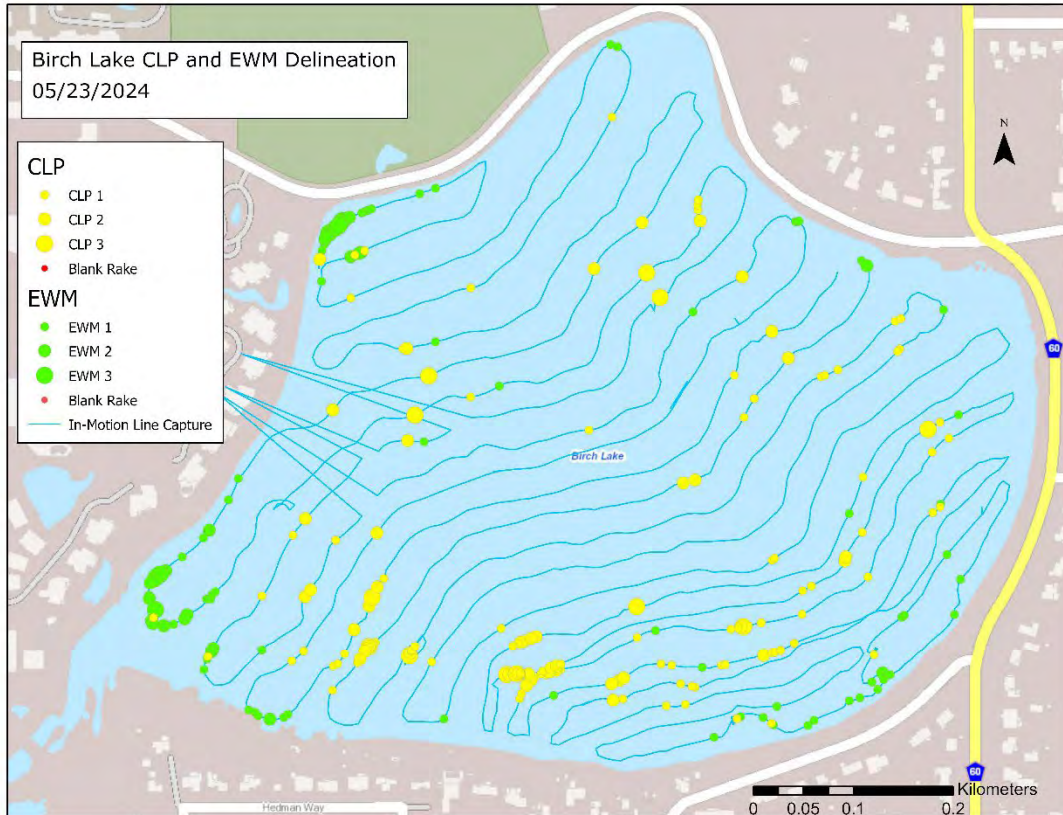
To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 19, 2024

Re: **VI. N.:** Update on Birch AIS

RCSWCD and VLAWMO staff completed the Birch Lake pre-survey to inform handpulling/removal of Eurasian watermilfoil (EWM) and Curly-leaf pondweed (CLP). This is the third year of the partnership project with RCSWCD, VLAWMO, and BLID. CLP is more abundant this year than has been detected previous years. EWM is present primarily in difficult-to-reach and very shallow areas. Permitting has been completed with MN DNR, and handpulling is scheduled for the week of June 17.



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To: VLAWMO Board of Directors
From: Dawn Tanner
Date: June 19, 2024
Re: **VI. O.:** Consider MOU with City of Vadnais Heights

Consistent with both entities approved operating budgets for 2024, VLAWMO and the City have agreed to work together again to bring a goat herd to the Vadnais Heights wooded wetland to remove regeneration buckthorn. Details and steps of the project are included in the attached MOU. A Meet the Goats Welcome Event is scheduled for June 27, 4:00-6:00 pm at the Vadnais Heights City Hall. VLAWMO Board members are invited to attend.

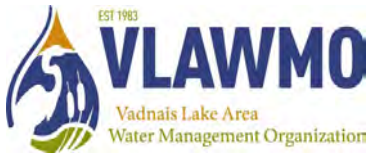
Recommended Action: VLAWMO staff request authorization and final signature by the VLAWMO Board to the attached MOU with the City of Vadnais Heights and authorize VLAWMO staff to return the fully executed MOU to the City.

Attachment:

1. MOU between VLAWMO and the City of Vadnais Heights to partner on goat herd costs in 2024

https://www.vlawmo.org/index.php/download_file/4930/

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Date: June 18, 2024

To: VLAWMO Board

From: Phil Belfiori, Administrator

Re: VII. A. 1. 2025 Budget Consideration

Background / Introduction

Pursuant to the consensus recommendation from the VLAWMO Subcommittee at their meeting on May 30, 2024 and consistent with the project planning discussion at April 24, 2024 Board meeting, please find for your review and consideration the attached information related to the VLAWMO subcommittee and staff recommended 2025 VLAWMO budget.

This draft budget continues to pursue several partnership based projects and initiatives including the East Vadnais Lake Subwatershed Resiliency Project (pending feasibility, grant and partnerships), Polar Lakes Park Water Reuse Project (pending local partnership and grant application), development of VLAWMO 10-year watershed management plan (second year), Pleasant Lake project partnerships including Carp mngt, AIS, Shoreline management and city infrastructure plan development (pending partner implementation, partnerships and timing), and the Rotary Park partnerships and restoration to name only a few.

Summary of the proposed 2025 Budget

The attached proposed 2025 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 2024 meeting and has been identified in the 5 year partnership project table review.

It should be noted that the proposed 2025 budget includes some level of uncertainty related project timing and /or implementation feasibility connected to several proposed 2025 projects including (but not limited to):

- East Vadnais Lake Subwatershed Resiliency Project (pending feasibility, grant and partnerships) ;
- Polar Lakes Park Water Reuse Project (pending local partnership and grant application);
- Development of VLAWMO 10-year watershed management plan (pending review comments and JPA review);
- Local match for 2nd 319 small watershed grant project design (pending feasibility and timing and partnership) ;
- Wilkinson Lake alum project (pending partnerships and estimated costs);

- Pleasant Lake project partnerships including Carp mngt, AIS, Shoreline management and city infrastructure plan development. (pending partner implementation, partnerships and timing);
- Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
- Number of voluntary raingarden cost share applications including City partnerships;

This project timing /results of studies (which is also mentioned in the attachment 3 footnotes document) may require budget revision /updates in the “working budget” proposed budget in December 2024 or in next year’s budget process.

A few key highlights of the draft 2025 budget as identified in attachment 1, 2 and 3 include:

1. Consistent with 2025 Budget Subcommittee recommendation from their May 30, 2024 meeting, the proposed 2025 budget includes a 5% increase in SSU rate. The 5% increase provides for adequate funding of the 2025 proposed projects and program while also allowing for:
 - Anticipated necessary year end fund balance range in the amount to fund some of the projects listed with uncertain timing/ analysis above;
 - Pursing a number of the long range projects identified in the 5-year project implementation budget presented at the April 24 Board meeting;
 - Overall project cost inflation.
2. If the Board were to approve the VLAWMO Subcommittee recommended 5% increase in SSU rate, the average residential SSU rate would be apx. \$68.13/ yr. for the Residential 1-3 units classification for 2025 (2024 SSU rate for residential was \$64.89). The SSU rate for all other classifications in 2025 (including but not limited to commercial, industrial and institutional) would be apx. \$98.83 (2024 SSU rate for all other classifications was \$94.12/Ac).
3. Continuing progress towards implementation of CIP type projects like (including but not limited to):
 - Development of VLAWMO 10-year watershed management plan;

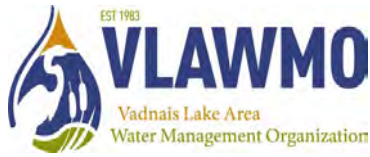
- Pleasant Lake management including carp management, possible AIS and water quality projects;
 - Pursuing competitive grants and working towards implementation of East Vadnais Lake Subwatershed Resiliency Project;
 - Pursuing competitive grants and working towards implementation of Polar Lakes Park Water Reuse Project;
 - Debt Service for Lambert sheet pile portion of the project (through 2032);
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities.
4. Implementation of key watershed programs including: Continuing development of the 10 year watershed management plan and pursuing approval of new 10 year JPA, water quality monitoring, cost-share program including partnership on groundwater conservation and water quality project, project communication and education/ outreach, regulatory/ engineering, wetland assessment work and MS 4 partnerships.
5. Continuing a strong operations & administration program including the employee payroll (based on Board approved performance based salary adjustment policy and recently updated 2024 - 26 Salary Structure table) and approved employee benefits package. This information was reviewed and recommended approved by the Personnel Subcommittee as part of the VLAWMO subcommittee meeting on May 30, 2024. At this meeting, the Personnel Subcommittee did reach consensus to recommend and approve the budget identified on Rows 15 and 16 in Attachment 2 which included specific salary and benefits budget for all five of the VLAWMO employees.

Options

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 2025 budget and /or to make budget reductions if it wishes.

Recommendation

Consistent with 2024 Budget Subcommittee recommendation from their May 30, 2024 meeting and the discussion/direction provided by the Board members at the 2025 preliminary draft budget discussion and the discussion on the 5-year partnership project table at the April 2024 Board meeting, Staff recommends that the Board approve the attached 2025 VLAWMO Budget.



Attachments

Attachment 1 – Powerpoint presentation- proposed 2025 Budget

Attachment 2 – Spreadsheet identifying proposed 2025 budget

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

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

Attachment 5- proposed Resolution 01-2024 adopting the 2025 Budget

Discussion and Consideration of the Proposed 2025 Budget **Attachment 1**



Board Meeting – June 26, 2024

1

Items Covered in this Presentation

- Background related to Recommended 2025 Budget
- Summary of recommended proposed budget for each fund (also see attachment 2 & 3 Spreadsheet and footnotes)
 - Operations / Administration
 - Programs
 - Projects
- Feedback from 2025 Budget/Finance Subcommittee. Board members Lindner, Doll Kanne, and TEC member Nelson



2

Background- 2025 budget

- The attached proposed 2025 budget is consistent with the VLAWMO Subcommittee consensus recommendation on the 2025 budget from their meeting on May 30, 2024 and
- The attached 2025 budget also strikes a balance between the long range budgeting and fund balance management needed for the high level project implementation scenarios identified in the approved 5-year project partnership table considered at the April 2024 Board meeting and is also generally similar to with the preliminary draft budget presented at the April 2024 board meeting.
- Attached 2025 budget provides an important step in achieving a more accelerated and comprehensive project implementation approach over the next +5 years as was discussed in April.
- Continued momentum towards a more project implementation focus while maintaining a strong foundation of nonstructural and core services programs.

3

Background- 2025 budget highlights:

- Consistency with the consensus recommendation at the May 30, 2024 budget subcommittee meeting, includes a 5% increase in SSU rate. Based on this recommended 5% increase, the average residential SSU rate would be apx. \$68.13 for the residential 1-3 units classification and apx.\$98.83 /Ac. for the other classifications.(2024 was \$64.89 & \$94.12/ac.)
- Continuing progress towards implementation of CIP type projects (including but not limited to):
 - Development of VLAWMO 10-year watershed management plan;
 - Pleasant Lake management including carp management, possible AIS and water quality projects;
 - Pursuing competitive grants and working towards implementation of East Vadnais Lake Subwatershed Resiliency Project;
 - Pursuing competitive grants and working towards implementation of Polar Lakes Park Water Reuse Project;
 - Debt Service for Lambert sheet pile portion of the project (through 2032);
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities

4

Background- 2025 budget highlights

- Anticipates approximately \$238,960 in outside grant and other partnership revenue /income (in addition to the SSU).
- A projected year end 2024 fund balance range (at the end of the year December 31, 2025) is estimated between \$600,000 to \$1,200,000 (within the range of Board policy for fund balance).
- Recommended adjustments in employee payroll and benefits based on the Personnel Subcommittee approval and Board approved salary policy.

5

Background- 2025 budget highlights

- The following are some of the bigger proposed 2025 projects have a high level of uncertainty going into the 2025 budget development process including (but not limited to):
 - East Vadnais Lake Subwatershed Resiliency Project (pending feasibility, grant and partnerships) ;
 - Polar Lakes Park Water Reuse Project (pending local partnership and grant application);
 - Development of VLAWMO 10-year watershed management plan (pending review comments and JPA review);
 - Local match for 2nd 319 small watershed grant project design (pending feasibility and timing and partnership) ;
 - Wilkinson Lake alum project (pending partnerships and estimated costs);
 - Pleasant Lake project partnerships including Carp mngt, AIS, Shoreline management and city infrastructure plan development. (pending partner implementation, partnerships and timing);
 - Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
 - Number of voluntary raingarden cost share applications including City partnerships

This timing and other factors may require later budget revision /updates and will potentially and likely change the fund balance predictions in the future.

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Summary of recommended 2025 budget

Operations / Administration

• \$824,843

- **Employee Payroll:** recommends Increases and market adjustments for VLAWMO employees based on Board approved Policy and 24-26 salary structure table. Recommended by Personnel Subcommittee on May 30, 2024.
- **Employee benefits :** consistent with the approved updated employee benefits package.

• Other operational funds Include: 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 2025 budget

Projects (page 1 of 4)

Continuing progress towards implementation of CIP type projects:

- **Lambert Creek Subwatershed Budget - \$160,000**

- Lambert Creek subwatershed Resiliency partnership Plan /Study
- "Living" Streets Demonstration Project - Planning
- Whitaker wetland retrofit /repurpose study /project.
- City partnership BMPs and or environmental initiative /project
- Public drainage Water quality partnership projects (Branches).
- Lambert creek project maintenance (meander /biochar)

- Lambert Pond project Loan Debt Service- **\$38,568**

- **Maintenance and Operation (including RCD 14) - \$70,000**

- 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)



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Summary of recommended 2025 budget

Projects (page 2 of 4)

- **Gilfillan Black Tamarack Wilkinson Amelia Subwatershed- \$375,000**
 - Polar Lakes Park water reuse project
 - Wilkinson Lake Alum
 - NOC partnership on City of Lino Lks. Parcel
 - NOC partnership on Water Reuse /GW conservation
 - Local match for 2nd 319 small watershed grant project design (Wilkinson)
 - Township /City BMP retrofits
 - Tamarack Nat. Center (partnership with County Parks)
 - Township /City partnership BMPs -GW conservation /W Qual.
 - Wilkinson BMP maintenance



9

Summary of recommended 2025 budget

Projects (page 3 of 4)

- **Pleasant Charley Deep Subwatershed \$150,000**
 - Carp mgmt implementation (Pleasant)
 - Vegetation mgmt (Pleasant & Deep)AIS
 - Pleasant Shoreline /subshed partnerships
 - Nutrient / partnership projects /studies
 - Subwatershed/ neighborhood BMPs projects
 - Infrastructural planning /partnerships
- **Sucker Vadnais Subwatershed. \$250,000**
 - E Vadnais subshed Resiliency partnership projects
 - City of Vadnais Heights Street project partnership
 - City environment Initiatives (also Lambert Crk subshed)
 - Trail project - Vadnais Blvd to County Road E
 - Vadnais-Sucker Lake Park ongoing restoration work



10

Summary of recommended 2025 budget

Projects (page 4 of 4)

- **Birch Lake Subwatershed-\$70,000**
 - Rotary Park partnerships and restoration
 - Sports center BMP
 - Subwatershed BMP's
 - Regional water-quality partnership project(shoreline, water qual or wetland)
 - Birch Lake AIS partnership

- **Gem Lake Subwatershed-\$25,000**
 - Feasibility retrofit study/ analysis and or implementation for a City partnership project in the area of the "commercial district".

- **Goose Lake Subwatershed- \$75,000**
 - Spent Lime Evaluation
 - Polar Chev/61 channel restoration /sediment in lake removal
 - Bruce Vento trail stormwater treatment opportunities (also Gem Lk. Subshed) Neighborhood or Subshed BMPS
 - Shoreline restoration (W Goose)



11

Summary of recommended 2025 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 and groundwater conservation program. \$150,000
- Communication, Education and Outreach – More focus on project communication, water steward, MS 4 assistance and Web site- \$43,000
- Beginning work on 10 year Watershed Management Plan and special report - salary survey- \$150,000



12

Summary of recommended 2025 budget

Fund Balances

- \$1.31M was be carried over from 2023 into 2024 budget (per audit)
- Predicted fund balance range at end of 2024 is apx. \$800,000 - \$1.3M
- The proposed 2025 budget utilizes between \$300,000 - \$800,000 of the projected fund balance
- The predicted fund balance range at next year end (December 31, 2025) is apx. \$600,000 – \$1.2M (generally in line with approved fund bal. policy)



13

Recommendation from 2025 Budget Subcommittee

- On May 30, 2024 the VLAWMO Subcommittee (Board members Lindner, Doll Kanne, and TEC member Nelson) met to review the purposed draft 2025 budget.
- Staff provided a summary of specific fund project and programs budgets.
- After this discussion, the Personnel Committee also approved the budget for salary adjustments and benefits for VLAWMO employees as recommended and based on Board approved policy and approved 24-26 salary structure table.
- 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?*

14

Board consideration

- Proposed Board motion :

- Proposed Motion – _____ moves to approve Resolution 01-2024 related to approval of the 2025 VLAWMO Budget. Second by _____.



ATTACHMENT 2 - 2025 Proposed Budget for June 26, 2024 Board meeting

| VLAWMO BUDGET 2025 EXPENSE | | Approved 2024 "working" Budget | Projected/ Estimated 2024 expenditures | Proposed 2025 Budget | |
|----------------------------|---|--------------------------------|--|-----------------------------|---|
| 3.1 | Operations & Administration | \$762,742 | \$720,038 | \$824,843 | |
| 3.110 | Office | \$32,239 | \$28,185 | \$33,851 | |
| 3.120 | Information systems | \$33,850 | \$25,000 | \$33,850 | |
| 3.130 | Insurance | \$10,050 | \$11,000 | \$12,000 | |
| 3.141 | Consulting -Audit | \$19,000 | \$21,000 | \$23,000 | |
| 3.142 | Consulting - Bookkeeping | \$1,500 | \$1,000 | \$1,500 | |
| 3.143 | Consulting - Legal | \$7,000 | \$3,500 | \$8,000 | |
| 3.144 | Consulting - Eng. & Tech. | \$50,000 | \$25,000 | \$50,000 | |
| 3.150 | Storm Sewer Utility | \$22,500 | \$19,500 | \$22,500 | |
| 3.160 | Training - staff, board,TEC | \$14,250 | \$13,500 | \$18,000 | |
| 3.170 | mileage and noticing | \$6,930 | \$6,930 | \$7,276 | |
| 3.191 | Employee payroll | \$435,554 | \$435,554 | \$470,287 | salary adjustments based on Personnel Subcommittee consensus recommendation and performance based matrix per Board Policy |
| 3.192 | Employee liability (benefits) | \$129,869 | \$129,869 | \$144,579 | |
| 3.2 | Monitoring & Studies | \$151,000 | \$143,500 | \$181,000 | |
| 3.210 | Lake & creek program lab analysis | \$18,000 | \$18,000 | \$18,000 | |
| 3.220 | Equipment | \$3,000 | \$3,000 | \$3,000 | |
| 3.230 | Wetland assessment & management | \$15,000 | \$7,500 | \$10,000 | |
| 3.240 | Watershed Planning | \$115,000 | \$115,000 | \$150,000 | |
| 3.3 | Education & Outreach | \$36,000 | \$34,000 | \$38,000 | |
| 3.310 | Public Education | \$6,000 | \$6,000 | \$6,000 | |
| 3.320 | Communication, Outreach and | \$22,000 | \$21,000 | \$20,000 | |
| 3.330 | Community Blue education grant | \$8,000 | \$7,000 | \$12,000 | |
| 3.4 | Capital Improvement Projects and Programs | \$1,209,131 | \$812,069 | \$1,368,568 | |
| | Subwatershed Activity | | | | |
| 3.410 | Gem Lake subwatershed | \$35,000 | \$15,000 | \$25,000 | |
| 3.420 | Lambert Creek subwatershed (Does NOT Include Debt Service) | \$90,000 | \$30,000 | \$160,000 | |
| 3.421 | Lambert Pond Project Loan Debt Service | \$38,569 | \$38,569 | \$38,568 | |
| 3.425 | Goose Lake subwatershed | \$85,000 | \$45,000 | \$75,000 | |
| 3.430 | Birch Lake subwatershed | \$48,000 | \$39,000 | \$70,000 | |
| 3.440 | Giffillan Black Tamarack Wilkinson Amelia sub | \$405,000 | \$250,000 | \$375,000 | |
| 3.450 | Pleasant Charley Deep subwatershed | \$145,000 | \$134,000 | \$150,000 | |
| 3.460 | Sucker Vadnais subwatershed | \$123,000 | \$110,000 | \$250,000 | |
| 3.48 | Programs | | | | |
| 3.481 | Soil Health Grant | \$15,000 | \$15,000 | \$20,000 | |
| 3.482 | Landscape 1 - cost-share | \$56,263 | \$35,000 | \$50,000 | |
| 3.483 | Landscape 2 | \$85,299 | \$60,000 | \$80,000 | |
| 3.484 | Project research and MS 4 partnership work | \$5,000 | \$2,500 | \$5,000 | |
| 3.485 | Maintenance and operations (Facilities maintenance & Ditch maintenance) | \$78,000 | \$38,000 | \$70,000 | |
| 3.5 | Regulatory | \$5,000 | \$0 | \$5,000 | |
| 3.510 | Engineering plan review | \$5,000 | \$0 | \$5,000 | |
| Total budget | | \$2,163,873 | \$1,709,607 | \$2,417,411 | |
| INCOME | | | | | |
| 5.1 | | | | | |
| 5.11 | Storm Sewer Utility | \$1,145,431 | \$1,145,431 | \$1,202,703 | Assumes 5% per subcommittee recommendation |
| 5.12 | Fees for Service | \$1,000 | \$1,000 | \$1,000 | |
| 5.13 | Interest | \$30,000 | \$30,000 | \$30,000 | |
| 5.14 | Misc. income - WCA admin grant | \$3,000 | \$3,000 | \$3,000 | |
| | Total VLAWMO income | \$1,179,431 | \$1,179,431 | \$1,236,703 | |
| 5.15 | TOTAL-2024 Other funding sources - grants, partnerships | \$365,000 | \$365,000 | \$238,960 | 2025 possible funding sources : |
| | BWSR WBF 23 - 25 | \$75,000 | \$75,000 | \$73,960 | •BWSR WBF grant (assume 1/2 of 25-27 proj) |
| | Proposed MPCA 319 Wilkinson Lake BMP | \$160,000 | \$160,000 | \$50,000 | •319 MPCA grant imple.(start 2 nd proj.design |
| | NOC | \$50,000 | \$50,000 | \$60,000 | •NOC Partnership? |
| | | | | \$25,000 | •City /County for project partnerships |
| | Cities/ County/SPRWS | \$80,000 | \$80,000 | \$30,000 | •SPRWS |
| | Range for predicted fund balance at end of 2024 | Apx. \$800,000- \$1,300,000 | Apx. \$800,000- \$1,300,000 | Apx. \$600,000- \$1,200,000 | Range for predicted fund balance at end of 2025 |
| | Minimum fund balance required per Board Policy (assume 35% to50%of total general fund budget) | \$757,356 | \$757,356 | \$778,000 - \$965,000 | Minimum fund balance required per Board Policy (assume 35% to50%of total general fund budget) |

\$822,000.00

\$822,000.00

846093.85

Attachment 3

Footnotes for the proposed 2025 VLAWMO Budget-

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

1. **3.110 - \$33,851. Office.** A new 3 year 2024 – 2026 office lease was approved in 2023 with the City of Vadnais Heights. The proposed 2025 rent is based on this current lease with the City. 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 | 2024 | Proposed 2025 (5%) |
|-----------------------------------|----------|--------------------|
| Rent | \$21,308 | \$22,373 |
| Tel /Internet/ machine use | \$3,855 | \$4,047 |
| Postage | \$692 | \$726 |
| Copies | \$1,170 | \$1,228 |
| Supplies | \$2,283 | \$2,397 |
| Contingency (10%)* | \$2,931 | \$3,077 |
| Total | \$32,239 | \$33,851 |

2. **3.12 - \$33,850. 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 some advanced GIS work and or website related technical services may be necessary.

| Information systems | 2025 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 2025 |
| 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) | \$3500 | For one new system with all accessories and labor |
| Adobe software | \$600 | |

Attachment 3

| | | |
|--------------|-----------------|--------------------------|
| Total | \$33,850 | Includes 10% contingency |
|--------------|-----------------|--------------------------|

3. **3.13 - \$12,000. Insurance-** Includes cost of the League of MN Cities insurance including worker’s compensation and property /casualty insurance and membership. Worker’s compensation insurance tracks with payroll costs so slight increase from 2024.
4. **3.141- \$23,000. Consulting - Audit.** 2025 is second year of current scope of work with CLA. As has been documented, cost for audits have been going up quickly throughout the State. Budget in 2024 was \$19,000.
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 \$8,000. Consulting – Legal-** Increased from \$7,000 in 2024. Legal assistance and review of possible project partnership agreements and related work.
7. **3.144 \$50,000. Engineering and Technical.** In 2025 staff would propose to use this fund for work with the various engineering firms in the approved VLAWMO engineering “pool” to 1)“assign” small and or 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 \$22,500. 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. For 2025 includes \$6,000 for analysis / GIS review of charges of priority parcels. (16,500 + 6,000= \$22,500)
9. **3.160 \$18,000. 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 \$1150 /staff person for training. 2025 budget include \$7,500 for MAWD dues.
10. **3.170. \$7,276. Mileage and Noticing.** Mileage at federal rates, legal notices and other expenses are paid with this budget item.
11. **3.191 & 3.192. Administration or staff payroll: = \$ 470,287 + \$144,579**
(employer liability – FICA, PERA, health insurance)

Employee Payroll: - \$470,287. Includes recommended projected salary adjustment for the 2025 budget. Increases/ adjustments based on VLAWMO Personnel Subcommittee consensus recommendations and Board approved policy and 2024-26 approved salary survey from Gallagher.

Employee Liability:– \$144,579. Per health benefits package approved by the Board in previous years and VLAWMO Personnel Subcommittee consensus recommendations. Paying staff is our biggest single expense, but critical to all other programs. VLAWMO benefits include vacation

Attachment 3

and sick leave (based on length of service), paid holidays, health /dental /vision 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 2024.
- 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. \$10,000. Wetland assessment & management.** This fund provides for implementation of wetland restoration work and or additional design work. Funds could also be utilized in Pleasant /Deep subwatershed.
- 15. 3.240 \$150,000. Watershed Planning and or special studies /reports.** This fund provides completing work related to development of the next 10 year VLAWMO Watershed Management Plan. Would also fund special studies/reports /technical work related to the plan development and or partnership requests.
- 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 \$20,000. 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. Budget also includes funding to continue update to the VLAWMO Web site and a possible partnership with a City internship if interest.
- 18. 3.330 \$12,000. Community Blue Education grant.** An education grant program that partners with community groups within the watershed to promote water resource stewardship. Fund also includes funding for water stewards program.
- 19. 3.410 \$25,000 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 \$160,000. Lambert Creek Subwatershed (does NOT include debt service).**
 This amount could be revised later /at the December 2024 Board meeting as part of the proposed carry over “working” budget pending results of feasibility study on Whitaker wetland repurpose /retrofit, scope or work cost /partnership amount for resiliency study, scope or work cost /partnership amount for “living” streets planning.

| Proposed Subwatershed Projects | Budget | Notes |
|---|----------|--------------------------|
| Lambert Creek subwatershed Resiliency partnership Plan /Study | \$60,000 | City partnership funding |

Attachment 3

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|---|------------------|--------------------------|
| "Living" Streets Demonstration Project - Planning | \$40,000 | City partnership funding |
| City partnership on street projects/parks/ environmental initiatives | \$20,000 | City partnership funding |
| Water quality or wetland enhancement partnership projects on /upstream of Branch public ditches | \$20,000 | City partnership funding |
| Whitaker wetland repurpose /retrofit project | \$10,000 | County /city partnership |
| Lambert creek projects maintenance (meander /biochar/wetland) | \$10,000 | |
| Total | \$160,000 | |

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

22. 3.425 \$75,000. Goose Lake Subwatershed. This amount could be revised later /at the December 2024 Board meeting as part of the proposed carry over “working” budget pending results of possible Polar Chev. Project, and/ or status of BMPs/Vento trail work and or other necessary work in subwatershed.

| Proposed Subwatershed Projects | Budget | Notes |
|---|-----------------|---|
| Ongoing Spent Lime demonstration evaluation | \$5,000 | Assuming project /application completed in 2024. City partnership funding |
| Neighborhood or Subshed BMPs, Bruce Vento trail stormwater treatment opportunities (also Gem Lk. Subshed) | \$30,000 | County /City partnership funding |
| Polar Chev. Channel project-implementation and or analysis | \$20,000 | MNDOT/City /County partnership? |
| Shoreline restoration (W Goose) | \$20,000 | City partnership |
| Total | \$75,000 | |

23. 3.430 \$70,000. Birch Lake Subwatershed. This amount could be revised later /at the December 2024 Board meeting as part of the proposed carry over “working” budget pending results of possible partnership with City for raingarden project(s) and or restoration projects in Rotary Park and or Sports center property.

Attachment 3

| Proposed Subwatershed Projects | Budget | Notes |
|---|-----------------|--|
| Rotary Park partnerships and restoration | \$20,000 | City partnership |
| Sports center BMP | \$30,000 | City and or Township partnership funding |
| Subwatershed BMP's | \$10,000 | |
| Regional water-quality partnership project (shoreline, water qual or wetland) | \$5,000 | |
| Birch Lake AIS partnership | \$5,000 | BLID partnership |
| Total | \$70,000 | |

- 24. 3.440 \$375,000. Gilfillan Black Tamarack Wilkinson Amelia Subwatershed.** This amount could be revised later /at the December 2024 Board meeting as part of the proposed carry over “working” budget pending: when project construction takes place for the Wilkinson Lake Alum, findings /results from the NOC feasibility study for both GW conservation and water quality BMP, If apply of and successfully obtain grant for the Polar Lake Park resue project, timing of 319 small watershed grant.

| Proposed Subwatershed Projects | Budget | Notes |
|--|---------------|----------------------------------|
| Wilkinson Lake Alum | \$75,000 | Could be 2026 if using 319 grant |
| NOC partnership on Water Reuse /GW conservation | \$40,000 | NOC Partnership |
| Township /City BMP retrofits | \$20,000 | Township /City partnership? |
| Township /City partnership BMPs -GW conservation /W Qual. | \$20,000 | |
| Polar Lakes Park water reuse project | \$125,000 | Township Partnership |
| NOC partnership on City of Lino Lks. Parcel- water quality BMP | \$35,000 | NOC partnership |

Attachment 3

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|--|------------------|--|
| Local match for 2nd 319 small watershed grant project design (Wilkinson) | \$40,000 | Meander of ditch just south of Wilkinson Lk? |
| Tamarack Nat. Center (partnership with County Parks) | \$10,000 | |
| Wilkinson BMP maintenance | \$10,000 | NOC partnership |
| Total | \$375,000 | |

25. 3.450 \$150,000. Pleasant Charley Deep Subwatershed. This amount could be revised later /at the December 2024 Board meeting as part of the proposed carry over “working” budget pending status/timing of projects listed below and interest of partners listed.

| Proposed Subwatershed Projects | Budget | Notes |
|---|------------------|--|
| Pleasant Shoreline /subshed partnerships | \$20,000 | Partnership with NOHOA |
| Subwatershed/ neighborhood BMPs projects | \$ 10,000 | Partnership with NOHOA |
| Vegetation mgmt. (Pleasant & Deep)AIS | \$30,000 | Partnership with NOHOA |
| Nutrient /TMDL partnership projects /studies | \$30,000 | City /local partners funding collaboration. MPCA |
| Infrastructural planning /studies /partnerships | \$20,000 | Partnership with City |
| NOHOA Deep lake littoral restoration | \$10,000 | Partnership with NOHOA |
| Carp mgmt. implementation (Pleasant) | \$30,000 | Partnership with NOHOA |
| Total | \$150,000 | |

26. 3.460 \$250,000. Sucker Vadnais Subwatershed. This amount could be revised later /at the December 2024 Board meeting as part of the proposed carry over “working” budget pending if grant is applied for and if successfully obtained for E Vadnais subshed resiliency project, and status of discussions on West Vadnais Lake.

Attachment 3

| Proposed Subwatershed Projects | Budget | Notes |
|---|------------------|--|
| E Vadnais subshed Resiliency partnership projects and or City of Vadnais Heights Street project partnership | \$200,000 | County /City /SPRWS Partnership |
| West Vadnais Lake Management | \$0 | Per VLAWMO Subcommittee consensus recommendation |
| City environment Initiatives (also Lambert Crk subshed) | \$20,000 | City Partnership |
| Trail project - Vadnais Blvd to County Road E | \$20,000 | City partnership |
| Sucker Vadnais regional park restoration | \$10,000 | Pending interest of partners |
| Total | \$250,000 | |

- 27. 3.481 \$20,000. Soil Health Grant** (includes \$500 for rain barrel program).
- 28. 3.482 \$50,000. Landscape 1 (cost-share).** This program remains effective at putting the funds directly back into BMP's in the ground. This fund also includes funding for groundwater quantity conservation cost share program.
- 29. 3.483 \$80,000. 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 could also serve as the local (min. 10%) cash match for any remaining unspent 2023 -25 BWSR WBF grant.
- 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 \$70,000. Maintenance and operations (including public ditch maintenance and management as well as VLAWMO Facilities maintenance).**

| Proposed Projects | Budget | Notes |
|---|----------|---|
| Inspection and related technical report if needed - Branch and/or main stem | \$10,000 | |
| Public drainage program maintenance and management program. | \$20,000 | 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) | \$30,000 | |

Attachment 3

| | | |
|--------------|-----------------|--|
| Total | \$70,000 | |
|--------------|-----------------|--|

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 \$1,202,703. Storm Sewer Utility fees. – (see orange section of spreadsheet). 2025 recommended budget proposes a 5% increase in SSU fees from 2024 based on the need to fund identified projects and programs listed above. The increase in SSU aligns with VLAWMO Subcommittee consensus recommendations from their May 30, 2024 meeting and the discussion at April 2024 Board meeting discussion regarding maintaining a fund balance on the larger size of the spectrum and to allow for longer-term planned partnership projects as identified on Board approved 5 year project partnership planning table. This amount is rough equivalent with the inflationary increases in the operation and administration fund budget. Last year in 2024 the SSU revenue was \$1,145,431. (See **Attachment 4 powerpoint** for SSU rate background graph). Last year the rate for the single family home was \$64.89. This rate for 2025 will be defined more specifically at the Aug. 2024 Board meeting, however, initial estimates are that if the Board approves a 5% increase in SSU fees for 2025, the rate for a single family home would be apx. \$68.13 for the Residential 1-3 units classification.

34. 5.12 Service fees (\$1000) based on actual to date although this income varies from year to year.

35. 5.13 Interest (\$30,000) has been increased 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 2)

2025 actual estimated income from “other” funding sources is projected at **\$238,960** (see peach section on spreadsheet). Rough estimate and likely to change.

| Grant or Partnership Income Source | Amount of Income anticipated in 2025 |
|--|---|
| BWSR WBF grant (assume ½ of 25-27 project year) | \$73,960 |
| NOC Partnership? | \$60,000 |
| 319 MPCA grant implementation (start of 2 nd project design of 4) | \$50,000 |
| City /County for project partnerships | \$25,000 |

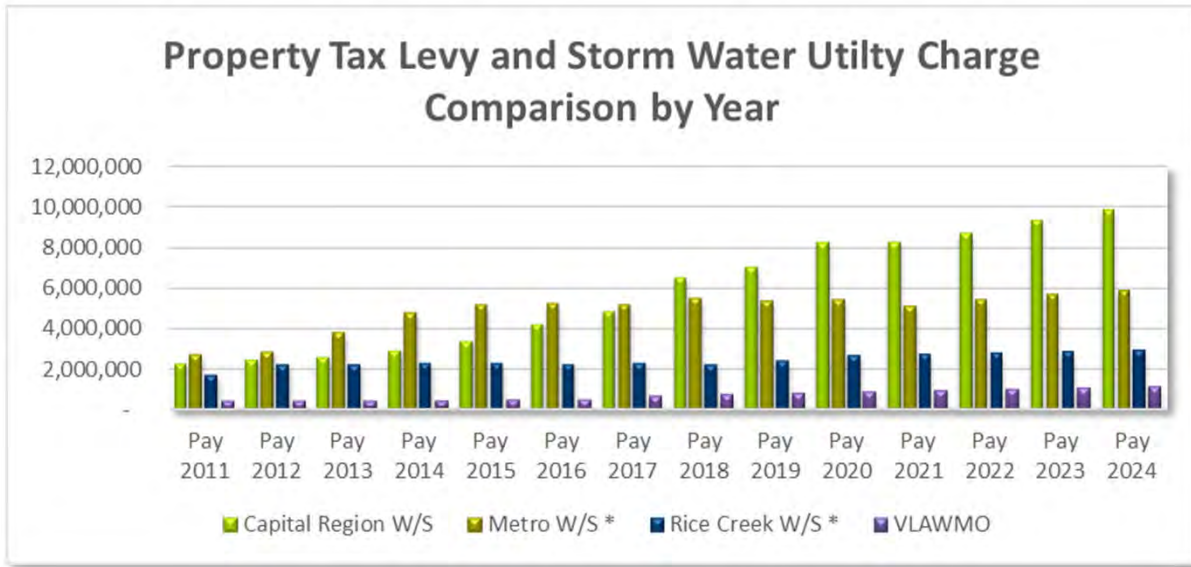
Attachment 3

| | |
|--------------------|------------------|
| SPRWS partnerships | \$30,000 |
| TOTAL | \$238,960 |

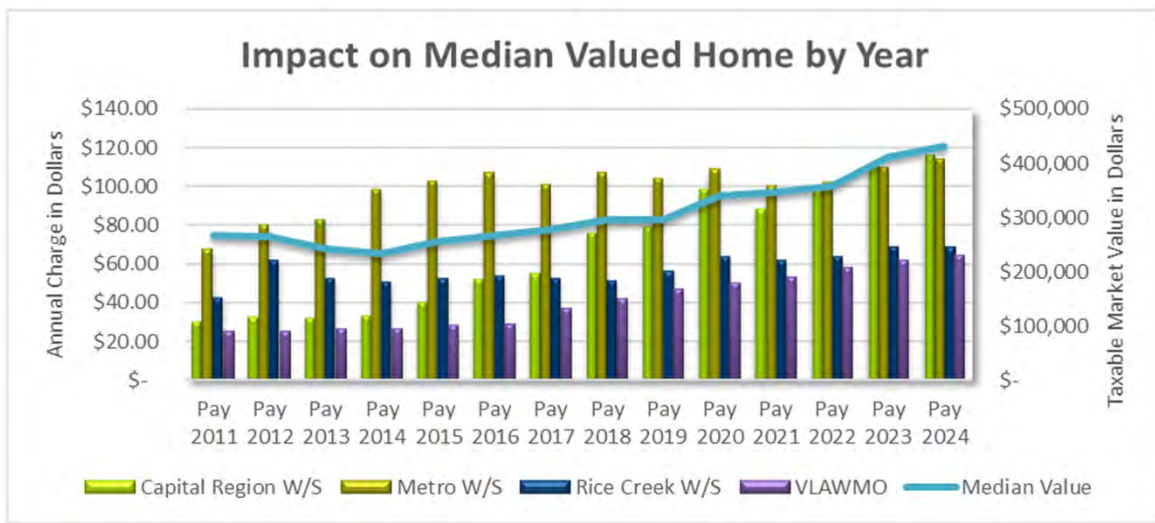
38. 5.17 Range of Predicted Fund Balance at year end - The projected year end 2025 fund balance range (at the end of the year December 31, 2025) is between \$600,000 to \$1,200,000. This range of estimated fund balance is within the range of Board policy for fund balance. Some additional year end fund balance (over the minimum fund balance policy amount) is recommended due to several possible/likely future “uncertainties” (including technical feasibility, project timing, partnerships uncertainty, outcomes of possible State grant applications) associated with several partnership based project /program areas including (but not limited to):

- East Vadnais Lake Subshed Resiliency Project (pending feasibility, grant and partnerships) ;
- Polar Lakes Park Water Reuse Project (pending local partnership and grant application);
- Development of VLAWMO 10-year watershed management plan (pending review comments and JPA review);
- Local match for 2nd 319 small watershed grant project design (feasibility and timing and partnership) ;
- Wilkinson Lake alum project (pending partnerships and estimated costs);
- Pleasant Lake project partnerships including Carp mngt, AIS, Shoreline management and city infrastructure plan development. (partner implementation, partnerships and timing);
- Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
- Number of voluntary raingarden cost share applications in City street reconstruction projects in the City of Vadnais Heights and City of White Bear Lake. Overall voluntary cost share programs budget uncertainty;
- Polar Chev/61 channel restoration /sediment in lake removal (MNDOT, partnership, and technical feasibility);
- Bruce Vento trial project partnership (timing, partnerships);
- NOC partnership on City of Lino Lks. Parcel (project timing, partnership and technical feasibility)

Comparing Total Tax Levy Income of WD's in Ramsey County to VLAWMO's SSU income



Comparing Tax Levy Rate on Median Value Residential Property in Ramsey County's WDs to VLAWMO's SSU Residential Rate



Attachment 5

Resolution 01-2024
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Approving the 2025 Budget

Resolution 01-2024 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the 2025 Budget as recommended by the 2025 Budget /Finance Subcommittee and the attendant information. The 2025 budget and footnotes are attached to this Resolution, and

Whereas, Total revenue for 2025 is projected at \$2,417,411 of which \$1,202,703 is from the VLAWMO Storm Sewer Utility (5% increase in the VLAWMO Storm Sewer Utility from 2024) and the remainder of the revenue being from a MPCA 319 Grant, BWSR Watershed-based grant, partnership from local communities/partners, Fund balance carryover from 2024, and fees/investment income.

Whereas, the total expenditures for 2025 is projected at \$2,417,411 which will be paid utilizing: 1) \$2,178,451 of VLAWMO funds/ carry over funds from 2024, and 2) \$238,960 of loans, grants and partnerships funds.

Therefore be it resolved that the 2025 Budget, dated 6-26-2024 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>Andrea West</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Ed Prudhon</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Rob Rafferty</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Grover Sayre</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Katherine Doll Kanne</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

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To: VLAWMO Board of Directors

From: VLAWMO Watershed Plan Development Team and Rachel from HEI

Date: June 19, 2024

Re: **VII. B. 1.:** Consider WMP priority issues document based on April 24 initial planning meeting

Following the April 24, 2024, Initiate meeting, meeting notes and a Jamboard document were prepared to record feedback received. Feedback and the full input received in the engagement process was used to draft and rank priority issues.

As established in the WMP planning process, the TEC reviewed the draft priority issues at their June meeting and have provided a recommendation for the Board to authorize the proposed issues and request that the project team move into the Draft phase of the WMP Plan process.

Working with the VLAWMO team, HEI provided the table attached in the packet that summarizes the draft list of issues impacting Vadnais Lake Area Water Management Organization (VLAWMO) resources. Issues are organized by resource categories. Issue descriptions are provided for each issue. This list of issues was developed after review and consideration of the following:

- The current VLAWMO Comprehensive Watershed Management Plan
- Existing data and agency reports
- Responses from the 60-day plan notification
- Responses from the public, TEC, and Board survey
- Feedback from the Initial Planning Meeting, held April 24, 2024

One of the first steps of the planning process is to identify priority issues to focus VLAWMO implementation efforts. To inform this prioritization process, survey results, the capital improvements partner table, and responses from the 60-day plan notification were analyzed to create priority ranks for each issue.

Survey results: The public, TEC, and Board survey asked each group to identify priority issues. The resulting priority issues from each survey were sorted from highest priority to lowest priority. Those in the top third received a rank of "1," medium third received a "2," and issues in the lower third a "3".

Capital improvements partner table: Using best professional judgement, projects in the five-year project table were reviewed to identify which issue the project most directly addressed. The sum of each issue indicated how prominently each issue was addressed by a planned priority project. Issues were sorted and ranked by prominence so those in the top third received a rank of "1," medium third received a "2," and issues in the lower third a "3".

60-day plan notification responses: Each response letter was reviewed. Using best professional judgement, if a VLAWMO draft issue was mentioned, it was marked. The sum of each issue indicated how prominently each issue was mentioned by a 60-day response letter. Issues were sorted and ranked by prominence so those in the top third received a rank of "1," medium third received a "2," and issues in the lower third a "3".

Each priority rank (Public Survey, TEC Survey, Board Survey, Partner Table, and 60-Day Response) was considered equally. The average of each priority rank is shown in the "Average Score" column. Issues were sorted and ranked by Average Score so those in the top third received a rank of "1," medium third received a "2," and issues in the lower third a "3". The rank of the average is provided as the final "Average Rank."

The resulting priority issues are shown in the table included in Attachment 4. This WMP Priority Issue table was reviewed and recommended by the TEC at their meeting on June 12.

Requested Action: Director _____ moves and Director _____ seconds to authorize to priority issues with nonmaterial changes and transition to the Draft phase of the Plan development.

Attachments:

1. PPT for Board meeting
2. Meeting notes from April 24, 2024, Initiate meeting
3. Jamboard to illustrate changes recommended during Initiate meeting
4. Proposed priority issue

VII. B. 1.

Attachment 1

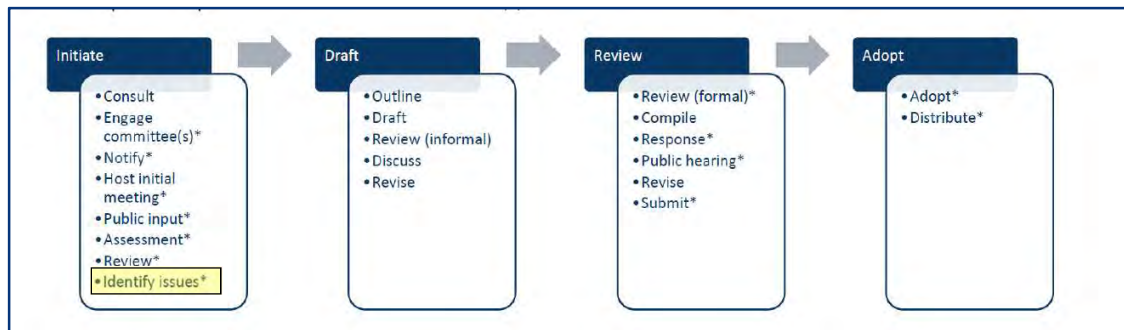
Comprehensive Watershed Management Plan: Draft Plan Issues and Descriptions

June 26, 2024
VLAWMO Board Meeting



Background

- Since last update, **Initiate** process continues
- VLAWMO staff working closely with HEI
- Assessment and Review of input received in engagement process; draft priority issues developed, revised, and presented for discussion to TEC for review and recommendation to the Board at June meeting



Background

- As authorized by the Board, the TEC is the official review committee for priority issues and Plan in general
- The TEC reviewed priority issues at the June 12 meeting and have provided a recommendation for the Board to authorize issues as developed and ranks by the WMP team

Background: Input included in priority issue identification

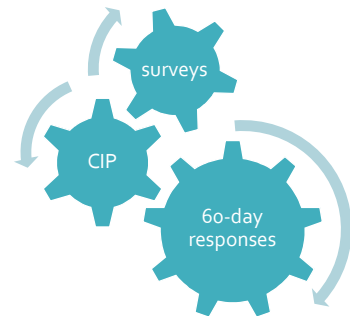
- 60-day comments letters received
- Public survey
- TEC/CAC/Partner survey
- VLAWMO Board survey
- Additional comments made at April 24 Initiate meeting
 - Packet, survey results, ppt (packet link)
 - Meeting notes and Jamboard (handout)



Background: How input has been incorporated using priority ranking and weights for each issue

- Survey results
- Capital improvements partner table
- Responses from the 60-day plan notification

were analyzed to create priority ranks for each issue



Background: How input has been incorporated using priority ranking and weights for each issue

- **Survey results:** Resulting priority issues from each survey sorted from highest priority to lowest priority. Top third = rank of “1,” medium third = “2,” and lower third = “3”
- **CIP partner table:** Projects in 5-year project table reviewed to identify which issue(s) the project most directly addressed. Sum of each issue indicated how prominently each issue was addressed by a planned priority project. Issues sorted and ranked. Top third = rank of “1,” medium third = “2,” and lower third = “3”
- **60-day plan notification responses:** Each response letter was reviewed and scored by priority issues. The sum of each issue indicated how prominently each issue was mentioned by a 60-day response letter. Issues were sorted and ranked. Top third = rank of “1,” medium third = “2,” and lower third = “3”



Process slide #1
 (Process slides provided to illustrate behind-the-scenes process)

| VLAWMO WMP Update | | | | Data Rank | | | | 1 High | | |
|---|---|--|--|-----------|--------|--------|---------|----------|------------|----------|
| WORKING DRAFT: Table of Priority Issues | | | | Public | TEC | Board | Partner | 60-Day | Weighted | Weighted |
| For Discussion 5/28/2024 | | | | Survey | Survey | Survey | Table | Response | Score | Rank |
| Resource Category | Issue | Description | Initial Meeting Notes | | | | | | | |
| Surface Water Quality Management | Surface Water and Drinking Water Quality | Surface waterbodies need protection and restoration to preserve surface drinking water sources and promote aquatic life and recreational opportunities. | From Initial Meeting: "Discuss priority considerations about... Restored river corridor, priority drinking water." | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Stable Shorelines and Riverbanks | Development along shorelines, reduction of riparian buffers, and increased streamflow accelerates erosion and nutrient loading to surface waters. | | NA | NA | 1 | 1 | 2 | 1.33333333 | 1 |
| | AIS Management | AIS such as rough fish and curly leaf pondweed contribute to declining water quality and can outcompete native species, threatening the ecological function of lakes. | | 2 | 2 | 3 | 2 | 2 | 2.2 | 2 |
| Groundwater Management | Groundwater and Drinking Water Quality | Surface water/groundwater interaction and groundwater contaminants have the potential to impact groundwater quality. VLAWMO is engaged in groundwater quality management through partnership and technical assistance. | From Initial Meeting: "Discuss and present... groundwater quality management... technical assistance is available." | 1 | 1 | 1 | 2 | 1 | 1.2 | 1 |
| | Groundwater Supplies and Conservation | Groundwater supplies need to be protected from overuse and replenished through aquifer recharge. VLAWMO is engaged in groundwater quantity management through partnership and technical assistance. | | 1 | 2 | 1 | 2 | 1 | 1.4 | 1 |
| Data Collection | Chloride and Emerging Contaminants | Road salt application results in the addition of chloride to roads, lakes, and streams, where it corrodes infrastructure, is toxic to roadside vegetation, and impacts aquatic life. In addition to chlorides, other emerging contaminants have been detected in surface waters and need monitoring to protect human health. | From Initial Meeting: "Be collaborative... if that... target monitoring... if that... needed by user..." | 2 | 1 | 3 | 3 | 1 | 2 | 2 |
| | Water Monitoring | Surface water monitoring is needed to provide an overview of current water quality and quantity conditions and trends, inform future implementation efforts, and document the impact activities have on improving VLAWMO. | From Initial Meeting: "Water monitoring... conditions and what... accessible... location... available." | NA | 1 | 2 | 3 | 1 | 1.75 | 1 |
| Staff Professional Development and Training | Data Traps | Data acquisition, analysis, surveys, and reports may be needed to close data gaps and better inform action. | | 2 | 2 | 3 | 2 | 3 | 2.4 | 3 |
| | Community Formal Education | In order to meet needs of the community, VLAWMO staff must have access to professional development and training opportunities, and staff capacity must be adequate to accomplish plan goals. | | 3 | 2 | 3 | 3 | 3 | 2.8 | 3 |
| Outreach, Education, and Marketing | VLAWMO provides formal education opportunities (e.g. nurseries) to enhance community knowledge in water quality management. | | | NA | NA | 3 | 3 | 3 | 3 | 3 |
| | Outreach and Marketing | VLAWMO staff engage the community through events (demonstrations, site visits, projects and experiential learning) and general outreach efforts (promotion, communication, and marketing) to increase understanding and engagement in water quality management. | From Initial Meeting: "Public education... WMP... take... public... outreach... communication... marketing... increase understanding and engagement in..." | | | | | | | |

Background: How input has been incorporated using priority ranking and weights for each issue

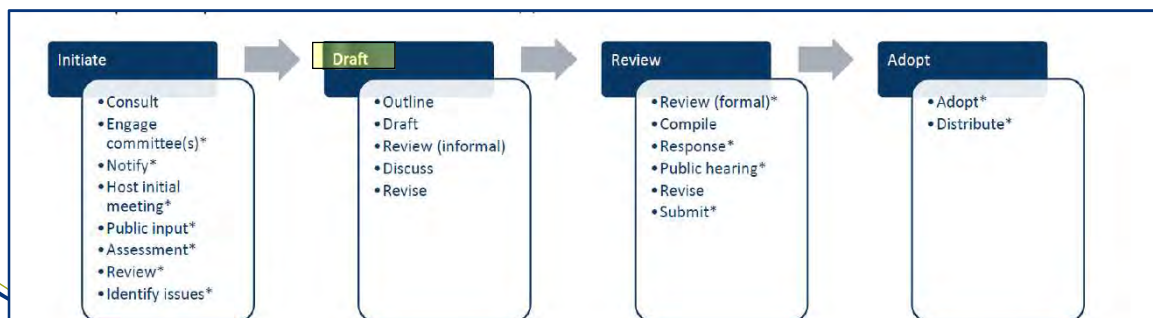
- Each priority rank (Public Survey, TEC Survey, Board Survey, Partner Table, and 60-Day Response) was considered equally. The average of each priority rank is shown in the "Average Score" column. Issues were sorted and ranked by Average Score so those in the top third received a rank of "1," medium third received a "2," and issues in the lower third a "3". The rank of the average is provided as the final "Average Rank."

Final resulting draft issues (screenshot for illustration):
Switch to handouts with full table and also included in
Attachment 4 Board packet.

| Resource Category | Issue | Description | Public Survey | TEC Survey | Board Survey | Partner Table | BOD Day Response | Average Score | Average Rank |
|----------------------------------|--|---|---------------|------------|--------------|---------------|------------------|---------------|--------------|
| Surface Water Quality Management | Surface Water and Drinking Water Quality | Surface waterbodies are in need of protection and restoration to preserve surface drinking water sources and promote aquatic life and recreational opportunities. | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Erosion of Shorelines and Streambanks | Development along shorelines, reduction of riparian buffers, and increased streamflow accelerates erosion and nutrient loading to surface waters. | N/A | N/A | 1 | 2 | 2 | 1.67 | 1 |
| | AIS Management | AIS such as rough fish and curly leaf pondweed contribute to declining water quality and can outcompete native species, threatening the ecological function of lakes. | 2 | 2 | 3 | 3 | 2 | 2.4 | 3 |
| Groundwater Management | Groundwater and Drinking Water Quality | Surface water / groundwater interaction and groundwater contaminants have the potential to impact groundwater quality. VLAAMWO supports groundwater quality protection through partnership and technical assistance. | 1 | 1 | 1 | 2 | 1 | 1.2 | 1 |
| | Groundwater Supplies and Conservation | Groundwater supplies need to be protected from overuse and replenished through aquifer recharge. VLAAMWO supports groundwater quantity protection through partnership and technical assistance. | 1 | 2 | 1 | 2 | 1 | 1.4 | 1 |
| Data Collection | Chloride and Emerging Contaminants | Road salt application results in the addition of chloride to roads, lakes, and streams, where it corrodes infrastructure, is toxic to roadside vegetation, and impacts aquatic life. In addition to chlorides, other emerging contaminants have been detected in surface waters may need monitoring per State requirements to protect human and aquatic health. | 2 | 1 | 3 | 3 | 1 | 2 | 2 |
| | Water Monitoring | Surface water monitoring is needed to provide an overview of current water quality and quantity conditions and trends. | | | | | | | |

Next steps

- Following authorization by Board for priority issues
- Draft/internal review process begins



TEC Recommendation

- VLAWMO TEC recommended to the VLAWMO Board to approve the WMP priority issues as presented in attachment 4 with nonmaterial changes and transition to the Draft phase of the Plan development.

Requested Action: Director _____ moves and Director _____ seconds to authorize to priority issues with nonmaterial changes and transition to the Draft phase of the Plan development.

**Meeting Notes from April 24, 2024
VLAWMO WMP Initiate Meeting**

6:00-7:00 pm

Meeting attendees:

VLAWMO staff: Phil Belfiori, Dawn Tanner, Lauren Sampedro, Nick Voss, Brian Corcoran

WMP lead consultant: Rachel Olm, Houston Engineering, Inc.

VLAWMO Board: Jim Lindner, Ed Prudhon, Andrea West, Kelly Jozwowski (alternate)

Review authority representatives: Anne Sawyer, Board of Soil and Water Resources; Connie Taillon, City of White Bear Lake; Miranda Nichols, Minnesota Pollution Control Agency; Amy Timm, Minnesota Pollution Control Agency; Abby Shea, Minnesota Department of Health; Danielle Nielsen, Minnesota Department of Health; Susan Miller, North Oaks Homeowners' Association/TEC representative; Will Roach, Rice Creek Watershed District

General public attendees and additional members: Connie Hoye; Tara Jobens-Sigh; Gloria Tessier, TEC Chair; Joe Coyne; Diane Gorder; Jen Koehler, Barr Engineering; David Filipiak, SRF

The packet was sent to all RSVP responses and the VLAWMO Board in advance. The PPT presentation was given by VLAWMO staff, represented by Phil Belfiori and Dawn Tanner, and Rachel Olm, Houston Engineering, Inc.

Following completion of prepared materials, an activity was convened and led by HEI to include and discuss comments from meeting attendees. Comments received are summarized below regarding priority issue identification and status to date.

Board responses:

Director Prudhon: Surface water interactions with groundwater and the progression that connects both should be considered a high priority.

Director Jozwowski (alternate): Process has been comprehensive so far. Results leading into the next phase are impressive.

Director Lindner: It's clear to see how the priority issues for the upcoming plan are an expansion of what was considered in the previous plan.

Director West: Comprehensive and daunting list so far. It will be important to prioritize to maximize impact of resulting priority issues and tasks.

Review authority/public responses:

MDH: Recognize that “drinking water” doesn’t fit into a particular box. Drinking water and its connections should be recognized as a priority throughout the Plan. It is important for people in the watershed to recognize their role as stewards for people in St. Paul and surrounding communities who rely on the drinking water and chain that flows through the watershed. Also, emphasize drinking water/surface water -> groundwater connections.

BWSR: Impressed with public response incorporated into the engagement process to date. Asked for clarification about Education formal vs. Communication/outreach.

VLAWMO staff provided clarification: Traditional education, curriculum development, school programming is formal education vs. outreach, marketing, communication especially with a partnership project implementation and communication focus.

Chlorides and emerging contaminants are not bolded in the resulting priority issues currently in consideration. These issues have been expressed as high priority from State agency responses. Why are these issues not bolded?

HEI staff provided clarification: The bolded issues shown in the presentation are issues that VLAWMO Board members highlighted in their survey responses. As the process continues, so does issue refinement. The first intent was to capture issues, then development focal areas that are informed by surveys. The Board meeting in June will be a continuation of this process.

MPCA: Appreciate EJ letters and efforts to increase participation in survey process. Highlight the importance of water monitoring and communication about monitoring, groundwater, and work to increase emphasis of new contaminants of concern where possible. Wondered where AIS are included because this is an important issue that seems to be under-emphasized so far.

Connie, local resident: There is a clear focus on major waterbodies. Where are stormwater ponds, and is there an intent for a corrective focus?

HEI staff provided clarification: Prioritization of particular resources is included. Impaired waters are likely ongoing focal areas. Maintenance of ponds is also important.

Public education is also especially important to reiterate the importance and reasons behind initiatives. People may hear about rain barrels and salt pollution, but they aren’t sure what to do and may not have complete information/understanding.

NOHOA/TEC: Emphasize the importance of public education. There is a widespread perception that water quality is suffering. Add hard data on water quality in as much of a real-time/immediate way as possible to the new website. It should be easy to find and available to interested community members. These data need to be interpreted and accessible to the average citizen.

Connie, local resident: Expressed agreement and also asked for access to data over time to allow for a comparison between trends (and explain what averages/trends mean), standards, and current conditions.

Joe, local resident: Stated that he got interested in waterbody measurements and learned about data that are available from other agencies. It would be helpful for VLAWMO's website to connect to the range of data sources available and in addition to making VLAWMO data more readily available. Community education and outreach about these data resources and trends is also critically important. Emphasized the importance of increasing the frequency of thinking about water resources on a day-to-day basis, and for this to be seen as a measure of progress.

City of WBL: VLAWMO should lean on member cities to help get messages out. Consider ways to work together to improve reach of messaging.

HEI staff question to the VLAWMO Board: How does the Board feel about how issues are emerging so far?

Director Lindner: Managing runoff permeates through all categories. Contamination often is present in stormwater runoff. Make sure that we are addressing these concerns, especially with consideration for public health and water quality.

BWSR: Climate change and resilience didn't rank highly for the Board. BWSR would like to see this issue elevated and intertwined with issues. Include strategies for empowering people with overarching issues such as climate change.

City of WBL: Consider creating an H&H model in partnership with communities to help better understand strategies toward addressing climate change concerns. That's how to determine flooding issues and areas, for example. Upland invasive species control is not currently mentioned. Are there ways to work this into connected areas with shorelines and wetlands? Other watersheds work with volunteer groups and partner to remove buckthorn. Is this something VLAWMO can explore, and is there an organized volunteer group within VLAWMO that might be interested in helping with this?

MDH: The public cares a lot about groundwater and drinking water, but people are often not sure what to do about it. Work to emphasize connections and interactions.

MDH is also working on source water delineations. These identified areas will impact VLAWMO. The source water areas are reevaluated every couple of years. This is currently underway with SPRWS. Part of the process will include actions, multi-benefits, and protection strategies. VLAWMO should be aware of and integrated into this process where possible.

Hearing from You

Runoff-
permeates
through other
categories

Climate
resiliency /
droughts and
mitigation

Attachment 3

- Are there issues you think are missing?
- Are the priorities emerging in a way you would expect?



Surface Water and Natural Resource Management

- Restoration of impaired waters
- Other surface water quality mgmt. and protection of unimpaired water
- Stable shorelines and riverbanks
- (Wetland conservation)
- AIS mgmt.

Surface and groundwater interaction- what you can do to address



Groundwater Management

- Groundwater quality
- Groundwater quantity

Surface water for drinking water



Data Collection for Effective Solutions

- Chloride and emerging contaminants
- New contaminants- WQ and GW mgmt
- Wetland monitoring
- Data mgmt
- Stormwater development and training

Data about current wq conditions and trends- accessible



Outreach, Education, and Community Engagement

- Community formal education
- Outreach and marketing
- Partner collaboration and community engagement

Public education- use of BMPs City Collaboration- reaching all



Flooding and Water Quantity

- Public drainage systems
- Infrastructure partnership projects
- VLAWMO facilities



Policy and Facilitation

- (Wetland conservation)
- Stormwater management standards



Community and Ecosystem Health and Resiliency

- Environmental Justice
- Climate resiliency
- Natural features supporting water quality

Upland Invasives

St. Pual Source Water Planning in 1 yr- actions and strategies

H&H model

VLAWMO Watershed Management Plan Update

Attachment 4

Draft Plan Issues and Descriptions

For Consideration at the June 26, 2024 VLAWMO Board meeting

As reviewed and recommended by the TEC at their meeting on June 12, below is a table summarizing the draft list of issues impacting Vadnais Lake Area Water Management Organization (VLAWMO) resources. Issues are organized by resource categories. Issue descriptions are provided for each issue. This list of issues was developed after review and consideration of the following:

- The current VLAWMO Comprehensive Watershed Management Plan
- Existing data and agency reports
- Responses from the 60-day plan notification
- Responses from the public, TEC, and Board survey, and
- Feedback from the Initial Planning Meeting, held April 24, 2024.

One of the first steps of the planning process is to identify priority issues to focus VLAWMO implementation efforts. To inform this prioritization process, survey results, the capital improvements partner table, and responses from the 60-day plan notification were analyzed to create priority ranks for each issue.

- Survey results: The public, TEC, and Board survey asked each group to identify priority issues. The resulting priority issues from each survey were sorted from highest priority to lowest priority. Those in the top third received a rank of “1,” medium third received a “2,” and issues in the lower third a “3”.
- Capital improvements partner table: Using best professional judgement, projects in the five-year project table were reviewed to identify which issue the project most directly addressed. The sum of each issue indicated how prominently each issue was addressed by a planned priority project. Issues were sorted and ranked by prominence so those in the top third received a rank of “1,” medium third received a “2,” and issues in the lower third a “3”.
- 60-day plan notification responses: Each response letter was reviewed. Using best professional judgement, if a VLAWMO draft issue was mentioned, it was marked. The sum of each issue indicated how prominently each issue was mentioned by a 60-day response letter. Issues were sorted and ranked by prominence so those in the top third received a rank of “1,” medium third received a “2,” and issues in the lower third a “3”.

Each priority rank (Public Survey, TEC Survey, Board Survey, Partner Table, and 60-Day Response) was considered equally. The average of each priority rank is shown in the “Average Score” column. Issues were sorted and ranked by Average Score so those in the top third received a rank of “1,” medium third received a “2,” and issues in the lower third a “3”. The rank of the average is provided as the final “Average Rank.”

| Resource Category | Issue | Description | Public Survey | TEC Survey | Board Survey | Partner Table | 60-Day Response | Average Score | Average Rank |
|---|--|---|---------------|------------|--------------|---------------|-----------------|---------------|--------------|
| Surface Water Quality Management | Surface Water and Drinking Water Quality | Surface waterbodies are in need of protection and restoration to preserve surface drinking water sources and promote aquatic life and recreational opportunities. | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Erosion of Shorelines and Streambanks | Development along shorelines, reduction of riparian buffers, and increased streamflow accelerates erosion and nutrient loading to surface waters. | N/A | N/A | 1 | 2 | 2 | 1.67 | 1 |
| | AIS Management | AIS such as rough fish and curly leaf pondweed contribute to declining water quality and can outcompete native species, threatening the ecological function of lakes. | 2 | 2 | 3 | 3 | 2 | 2.4 | 3 |
| Groundwater Management | Groundwater and Drinking Water Quality | Surface water / groundwater interaction and groundwater contaminants have the potential to impact groundwater quality. VLAWMO supports groundwater quality protection through partnership and technical assistance. | 1 | 1 | 1 | 2 | 1 | 1.2 | 1 |
| | Groundwater Supplies and Conservation | Groundwater supplies need to be protected from overuse and replenished through aquifer recharge. VLAWMO supports groundwater quantity protection through partnership and technical assistance. | 1 | 2 | 1 | 2 | 1 | 1.4 | 1 |
| Data Collection | Chloride and Emerging Contaminants | Road salt application results in the addition of chloride to roads, lakes, and streams, where it corrodes infrastructure, is toxic to roadside vegetation, and impacts aquatic life. In addition to chlorides, other emerging contaminants have been detected in surface waters may need monitoring per State requirements to protect human and aquatic health. | 2 | 1 | 3 | 3 | 1 | 2 | 2 |
| | Water Monitoring | Surface water monitoring is needed to provide an overview of current water quality and quantity conditions and trends, inform future implementation efforts, and document the impact activities have on improving VLAWMO resources. | N/A | 1 | 2 | 3 | 1 | 1.75 | 1 |
| | Data Gaps | Data acquisition, analysis, surveys, and reports may be needed to close data gaps and better inform action. | 2 | 2 | 3 | 2 | 3 | 2.4 | 3 |

| Resource Category | Issue | Description | Public Survey | TEC Survey | Board Survey | Partner Table | 60-Day Response | Average Score | Average Rank |
|--|---|---|---------------|------------|--------------|---------------|-----------------|---------------|--------------|
| | Staff Professional Development and Training | In order to meet needs of the community, VLAWMO staff must have access to professional development and training opportunities, and staff capacity must be adequate to accomplish plan goals. | 3 | 2 | 3 | 3 | 3 | 2.8 | 3 |
| Outreach, Education, and Community Engagement | Community Formal Education and Communications | VLAWMO provides formal education opportunities (e.g. curriculum) and maintains current digital communication and outreach to enhance community knowledge in water quality management. | N/A | N/A | 3 | 3 | 3 | 3 | 3 |
| | Outreach and Marketing | VLAWMO staff engage the community through events (demonstration sites of projects and experiential learning) and general outreach efforts (promotion, communication, and marketing) to increase understanding and engagement in VLAWMO efforts, participation, and communication regarding VLAWMO policies. | 3 | 1 | 3 | 1 | 3 | 2.2 | 2 |
| | Collaboration and Engagement | There is a need to influence more projects that benefit water resources. VLAWMO staff provide stakeholder and partnership coordination, with collaboration on associated projects that benefit managed resources. | N/A | 3 | 3 | 1 | 3 | 2.5 | 3 |
| Flooding and Water Quantity | Public Drainage Systems | Public drainage systems are in need of inspection and maintenance to preserve their capacity and function and minimize downstream sediment delivery. | 2 | 2 | 2 | 3 | 2 | 2.2 | 2 |
| | Infrastructure Partnership Projects | Aging infrastructure or current infrastructure is in need of expansion for climate change effects and development. VLAWMO collaborates with partners managing infrastructure to build and repair infrastructure projects that help reduce flooding and water quantity. | 3 | 3 | 3 | 1 | 1 | 2.2 | 2 |
| | VLAWMO Facilities | To preserve VLAWMO's investment in projects and practices, VLAWMO-built facilities must be inventoried, inspected, and maintained. | N/A | 2 | 3 | 3 | 1 | 2.25 | 2 |
| Policy and Facilitation | Wetland Conservation Act | VLAWMO, as the local government unit (LGU) for the Wetland Conservation Act (WCA), manages wetlands per State Requirements by ensuring no net loss of wetlands in quantity, quality, and biological diversity in the watershed. | N/A | 1 | 1 | 2 | 3 | 1.75 | 1 |

| Resource Category | Issue | Description | Public Survey | TEC Survey | Board Survey | Partner Table | 60-Day Response | Average Score | Average Rank |
|--|---------------------------------|---|---------------|------------|--------------|---------------|-----------------|---------------|--------------|
| | Stormwater Management Standards | VLAWMO does not regulate stormwater management or erosion and sediment control, but provides advisory technical review support to its member communities that enforce associated ordinances and VLAWMO's water standards. | N/A | N/A | 2 | 3 | 1 | 2 | 2 |
| Community and Ecosystem Health and Resiliency | Environmental Justice | There is a need to focus on how plan issues disproportionately impact areas of low income, limited English proficiency, and people of color. | 3 | 3 | 3 | 2 | 2 | 2.6 | 3 |
| | Climate Resiliency | Climatic changes have increased the frequency of high-magnitude rainfall and runoff events, which can potentially overwhelm the capacity of existing stormwater management infrastructure. Partnership projects are needed to build resiliency in communities. | 2 | 3 | 3 | 1 | 1 | 2 | 2 |
| | Natural Features and Habitat | Within capital improvement project areas, partnership with landowners is needed to promote the protection and management of well-functioning perennial vegetation, forests, floodplains, and upland habitat to support native plant communities, pollinators, rare species, and wildlife and support community livability and resiliency. | 1 | 2 | 2 | 1 | 2 | 1.6 | 1 |

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Through: Phil Belfiori, Administrator

Date: June 18, 2024

Re: **VII. B. 2.** Consider Draft MOU for Partnership with Vadnais Heights on Phase II of East Vadnais Lake Subwatershed Resiliency Study Implementation

Introduction

VLAWMO is seeking Board approval of a draft Memorandum of Understanding (MOU) for partnership with the City of Vadnais Heights on phase II of the East Vadnais Lake Resiliency Study and applications for future grants.

Background

At its April 24th Board meeting, SRF Consulting Group presented the East Vadnais Lake Subwatershed Resiliency Study Report results and the VLAWMO Board approved the report. Two of the next steps to move forward with implementation of the recommended BMPs in the report are to collect additional data to move towards final feasibility of the priority BMPs and to identify grants that are most applicable. Staff will hereafter refer to the next steps for implementation as "phase II" of the study.

VLAWMO staff and the City of Vadnais Heights met with SEH Inc. (SEH) to discuss data collection needs for phase II, specifically for determining the feasibility of a possible BMP on City property behind City Hall. The City of Vadnais Heights utilized SEH to complete a level 2 wetland delineation in the possible BMP area to verify wetland boundaries, and a Notice of Decision approving the wetland boundaries was issued in June 2024. The City of Vadnais Heights also requested SEH to develop a scope of work proposal for phase II and a proposal was completed by SEH on June 14th (See attachment 3). The City is recommending approval of the proposal at its June 18th City Council meeting. The scope of work includes additional field services that would involve topographic survey, environmental sampling, alternative project layouts and modeling based on the survey and sampling results, the preparation of an engineer's estimate, and potential grant application preparation. This proposal will help verify the feasibility of the potential BMP and aid the City in preparing for grant opportunities.

Phase II deliverables from SEH will include, but is not limited to:

1. A technical memo summarizing the results of the field services
2. Updated concept plans/new BMP concept plans
3. Updated hydraulic and hydrologic modeling and water quality modeling based on the survey work
4. 30% cost estimates for the preferred BMP option
5. Summaries of the information needed for potential grants
6. Summaries of other considerations for the BMP options

The proposed cost for SEH's proposal for the phase II work is \$79,300. The City is interested in partnering with VLAWMO on the phase II work. VLAWMO staff has prepared a draft MOU for VLAWMO to provide financial assistance of 50% of the professional services costs for SEH's scope of work proposal, up to \$40,000, and participate in the development. VLAWMO has funding available in its Sucker Vadnais subwatershed budget and could cover additional costs and a 10% contingency of \$7,930, for a total contribution of \$47,930.

The draft MOU and SEH's proposal are attached for Board consideration.

Staff Recommendation

VLAWMO staff recommend the Board of Directors to approve the attached draft MOU between VLAWMO and the City of Vadnais Heights to support the implementation of phase II of the East Vadnais Lake Resiliency Study and any future grant applications.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the MOU between VLAWMO and the City of Vadnais Heights with non-material changes.

Attachments

1. PowerPoint Slides
2. Draft MOU
3. SEH Proposal

Attachment 1

VII. B. 2. Phase II East Vadnais Lake Subwatershed Resiliency Study Consider Draft MOU with City of Vadnais Heights

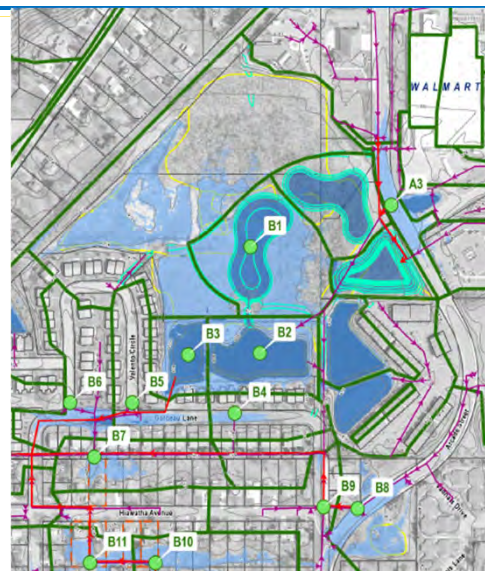
Lauren Sampedro
Board of Directors Meeting
6/26/2024



Background



- Follow up from 4/24/24 Board Meeting
- Moving forward with implementing completed East Vadnais Lake Resiliency Study (Phase II) with Vadnais Heights
- Focusing on potential BMP behind City Hall



Vadnais Lake Area Water Management Organization

Next Steps Identified in Resiliency Study



1.

- Complete a level 2 wetland delineation, soil borings, and consider installing piezometers to understand permitting requirements & constraints

2.

- Survey low openings of structures to set the 100-year high water level and necessary storm sewer improvements

3.

- Further explore BMP options and how storm sewer improvements can be incorporated simultaneously with Vadnais Heights 2025 street project

4.

- Complete P8 or other water quality modeling of potential BMP options and explore grant opportunities

SEH Scope of Work Proposal for Phase II

- Completed June 14th
- Includes:
 - Additional field services (topographic survey, environmental sampling)
 - BMP concept/s refinement and modeling
 - Cost estimating of potential BMP/s
 - Grant application material preparation
- City staff recommending approval at June 18th City Council meeting



Proposed Partnership MOU with the City of Vadnais Heights



MOU would allow VLAWMO to:

Provide financial assistance to reimburse City for 50%, up to \$40,000 for professional services and 10% contingency

Collaborate on preparing potential grant application submittals

Prepare for future partnership if grants are successfully obtained

Share Phase II field survey results and project deliverables

Staff Recommendation



- VLAWMO staff recommend the Board of Directors approve the attached draft MOU with the City of Vadnais Heights to support the implementation of Phase II of the East Vadnais Lake Resiliency Study and any future grant applications

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the MOU between the City of Vadnais Heights and VLAWMO with non-material changes.



Questions?



**DRAFT Memorandum of Understanding Between
Vadnais Lake Area Watershed Management Organization
and City of Vadnais Heights**

This Memorandum of Understanding (“**MOU**”) is made and entered into by and between the Vadnais Lake Area Watershed Management Organization (“**VLAWMO**”) and the City of Vadnais Heights (“**City**”) each acting by and through its duly authorized governing bodies.

WHEREAS, VLAWMO and the City partnered to complete a resiliency study (“**Study**”) within the East Vadnais Lake subwatershed (“**Subwatershed**”) in the City of Vadnais Heights in Ramsey County;

WHEREAS, SRF Consulting Group completed the Study dated April 2024, which identified several alternatives to improve the resiliency in the Subwatershed by creating flood storage, improving water quality, and providing drinking water source protection;

WHEREAS, the VLAWMO Board approved the Study at its meeting on April 24, 2024;

WHEREAS, VLAWMO and the City mutually desire to partner on the implementation of the priority alternatives identified in the Study through the development of a phase II project (“**Project**”);

WHEREAS, VLAWMO and the City mutually desire to partner on the development of potential state, regional, or federal grant applications for the Project if determined feasible;

WHEREAS, SEH Inc. has provided a scope of work proposal for the Project dated June 14, 2024 (attachment 1);

WHEREAS, the parties have reviewed the SEH proposal for development of the Project and find that it provides the necessary items to determine the feasibility of the Project and prepare for any future grant applications;

WHEREAS, the City Council approved the SEH proposal at its meeting on June 18, 2024;

WHEREAS, the parties wish to clearly define their respective roles in the development of this Project and completion of potential grant applications;

Now, therefore, the parties hereby agree to enter into this MOU and to comply with the following processes with respect to the Project:

1. Grant Applications. The parties agree to move forward cooperatively with preparing the submittal of grant applications for the Project if the Project is determined feasible in accordance with the terms and conditions of this MOU.
2. VLAWMO Responsibilities. VLAWMO agrees to do the following:
 - a. Share 50% of the professional services costs including a 10% contingency to complete the Project and grant applications with the City. The total amount of VLAWMO’s contributions to those costs shall not exceed \$47,930;

- b. Pay invoices received from the City for reimbursement of professional services costs within 60 days of receipt;
 - c. Attend meetings and participate in discussion related to the development of the Project and any grant applications;
 - d. Provide data and timely review during the Project process; and
 - e. Aid the City in writing grant application materials when needed.
3. City Responsibilities. The City agrees to do the following:
 - a. Share 50% of the professional services costs to develop the Project and grant applications with VLAWMO;
 - b. Coordinate the consultant's development of the Project;
 - c. Provide for management and oversight of the Project and grant applications;
 - d. Invoice VLAWMO at regular intervals during the Project process for its share of the cost for professional services;
 - e. Participate in the development of the grant applications, and schedule meetings with VLAWMO when needed;
 - f. Share and distribute results and deliverables of the Project and grant applications to VLAWMO; and
 - g. Serve as the fiscal agent for any pursued grant applications.
4. Use of Project Materials. The documents produced in whole or in part under this MOU will be subject to fair use and may not be the subject of an application for copyright by or on behalf of the City or VLAWMO. The City and VLAWMO may use, without restriction, the work products of the Project including, but not limited to, concept plans, collected data, and grant application materials.
5. Term. This MOU is effective on the date of the last party to execute it. This MOU shall terminate upon completion of the Project and payment for the professional services costs incurred as provided herein.
6. Amendments. The terms of this MOU may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this MOU.
7. Project Implementation. Upon receiving notice that a grant has been successfully obtained, the two parties will further refine through a subsequent project agreement the description of the roles they will play in implementation of the Project. This anticipated project agreement would establish roles, responsibilities, and cost-sharing for the work to be performed pursuant to grant requirements. Although not binding as part of this MOU, staff have had initial discussions that if a grant is successfully obtained, the Project would be implemented in partnership between the City and VLAWMO with the proposed local match funding roughly split between the two parties. It has also been discussed that the City would own, operate, and maintain the Project with a maintenance agreement between the two parties for sharing the major maintenance cost of the Project for the required timeframe.

8. Termination. Each party has the right to terminate this MOU at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination.
9. Entire Agreement. This MOU constitutes the entire agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives and is effective as of the date of the last party to execute it.

City of Vadnais Heights

**Vadnais Lake Area Watershed
Management Organization**

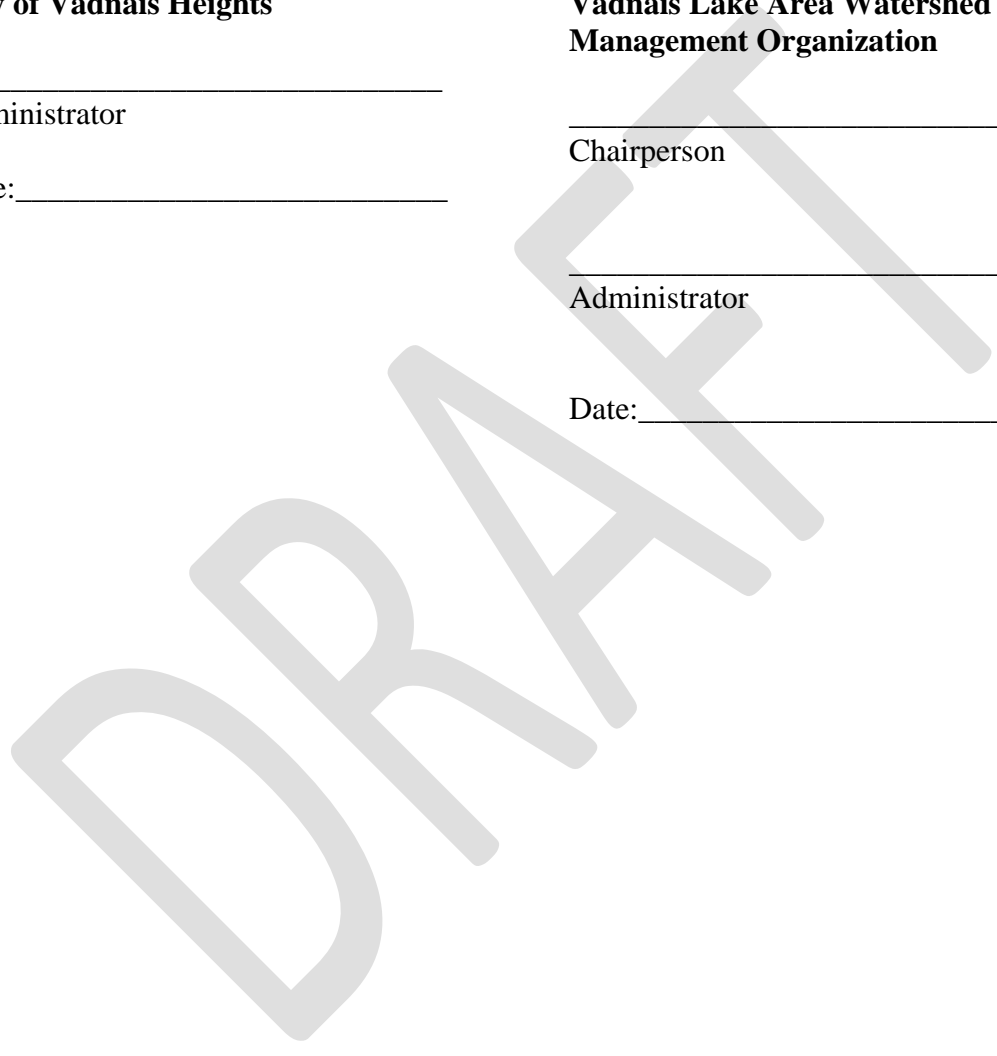
Administrator

Chairperson

Date: _____

Administrator

Date: _____





June 14, 2024

RE: City of Vadnais Heights
East Vadnais Lake Subwatershed Resiliency
Study
Proposal for Preliminary Design Services
SEH No. VADNA 179120 14.00

Mr. Jim Hauth
Public Works Director
City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127-7044

Dear Mr. Hauth:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for field work and preliminary design services for the East Vadnais Lake Subwatershed Resiliency Study (hereinafter called the “Project”). This letter supplements the Agreement for Professional Services between the City of Vadnais Heights, Owner, and SEH dated June 1, 1997, renewed on January 2, 2024, and addresses providing these services in connection with the Project.

A Resiliency Study (Study) was recently performed by SRF Consulting Group for the City, Ramsey County, Saint Paul Regional Water Services and Vadnais Lake Area Watershed Management Organization (VLAWMO) for the undeveloped area bounded by the City Hall campus on the north, Arcade Street on the east, Garceau Lane and Valento Circle on the south, and the Burlington Northern Santa Fe Railway track on the west. SEH staff have recently performed a Level 2 wetland delineation and prepared a delineation report for the area contained in the Study, which is currently undergoing the TEP review process.

As a follow-up to those efforts, the City and VLAWMO have requested a proposal from SEH for additional field services including a topographic survey, environmental sampling, alternative pond layouts and modeling, preparation of an Engineer’s Estimate, and grant preparation assistance. The proposed services are described below and are detailed in the attached work task breakdown, based on our understanding of the desired scope of services.

ENVIRONMENTAL SCOPE OF SERVICES

Based on discussions with the City and representatives of VLAWMO, we understand there are concerns that dumping or filling may have occurred at the site and may have contaminated soil at the site. Based on our review of the Minnesota Pollution Control Agency’s “What’s in My Neighborhood” online database, similar conditions (i.e., dumping and near surface soil contamination) were also identified as the adjoining Walmart Store was reconstructed in 2008.

We understand new ponds/wetlands are proposed to be created at the site. In addition, we understand existing Pond 4 will likely be dredged to maintain its capacity.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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In order to evaluate if contaminated soil or sediment is present at the site that would require special management or disposal during construction, SEH is proposing to conduct the following scope of services.

Site Reconnaissance and Review

SEH will obtain a set of historical aerial photographs with a scale of 1-inch equals 100 feet dating back to the 1930s to review the site to identify areas where filling or dumping may have occurred. SEH will also conduct a site reconnaissance to visually inspect the site for areas where solid waste has been dumped or areas where filling may have occurred. Particular attention will be paid to potential areas of concern identified during the review of the aerial photographs. Locations where dumping or filling have occurred or are suspected of occurring will be recorded using the global positioning system and proposed sampling locations will be staked as required to clear public utilities.

Soil and Sediment Sampling

The objective of the proposed sampling is to evaluate if surficial contaminated soil is present and to evaluate if impacted sediment is present in Pond 4.

As part of the sampling effort, the following tasks will be conducted.

1. Project Coordination and Planning

As part of this task, sampling locations, sampling intervals, and analytical parameters will be verified and coordinated. As required by the Occupational Safety and Health Administration, SEH will prepare a Health and Safety Plan for the investigation activities.

2. Field Investigation

SEH will contact Gopher State One Call (GSOC) prior to conducting field work and submit a ticket requesting that GSOC notify utility companies so they can mark the locations of public utilities. The City is responsible to notify SEH before SEH begins work of the presence and location of any underground objects or private utilities that are not the responsibility of public utilities.

Soil Sampling. Because of thick tree coverage and soft soil conditions, which limit access for sampling equipment, soil samples will be collected using hand equipment (e.g., hand auger or trenching shovel). The scope and cost for performing this portion of the project assumes collection of eight shallow soil samples in the southeastern portion of the site where future ponds are envisioned. The samples will be collected from the upper 2 feet of soil for field screening and chemical analyses. In the field, soil types will be classified. Soil samples will be screened for organic vapors with a photoionization detector and observations regarding indications of contamination will be made. Soil samples will be submitted for chemical analyses for the following parameters:

- Volatile organic compounds (VOCs) using United States Environmental Protection Agency (EPA) Method 8270
- Polynuclear aromatic hydrocarbons (PAHs) using EPA Method 8270
- The 8 Resource Conservation and Recovery Act (RCRA) Metals using EPA Methods 6010 and 7471
- Diesel range organics (DRO) using the Minnesota Pollution Control Agency (MPCA) Method (WDNR) with silica gel cleanup
- Gasoline range organics (GRO) using the MPCA Method.

Sediment Sampling. Per the MPCA's Managing Stormwater Sediment Best Management Practices Guidance, two sediment samples will be collected from Pond 4 for chemical analyses to evaluate if dredged material will require landfilling. One sample will be collected in the northeast corner of the pond near the inflow and one will be collected from the southern edge of the pond to evaluate potential variation in sediment quality. In addition to the investigative samples, a duplicate sample will also be collected. Per MPCA guidance, the samples will be analyzed for the extended list of PAHs using EPA Method 8270 and copper and arsenic using EPA Method 6010.

3. Reporting and Correspondence

SEH will prepare a report presenting the data collected in the field investigation. The report will include figures, tables, laboratory reports, conclusions and recommendations. Please note if shallow impacts to soil are identified, additional sampling may be proposed as part of the future geotechnical assessment to evaluate the vertical and lateral extent of impacted soil. As part of this task, we will also prepare a cost opinion to address contaminated soil or sediment that might be encountered during construction.

SEH assumes the status and results of the environmental investigation will be discussed in three project meetings.

ASSUMPTIONS

SEH assumes that the City will provide or coordinate SEH access onto the property.

We assume the soil sampling effort will require one field scientist for one working day and the sampling effort for the sediment sampling effort will require two field scientists for half of a working day.

This proposal assumes standard laboratory 10-day turnaround time.

If additional investigation is recommended SEH will consult with the City and VLAWMO to discuss additional scope, costs and schedule prior to commencement of the work.

WATER RESOURCES SCOPE OF SERVICES

1. Up to 2 meetings with City and VLAWMO staff, including an early progress meeting to discuss model updates and initial alternatives and 1 additional meeting as necessary to complete tasks detailed below and coordinate preferences relating to design alternatives.
2. Collect and review data needed to check and update previous modeling and complete an analysis of BMPs.
 - a. May include but not limited to existing geotechnical investigations, environmental assessment, field verification of existing storm sewer infrastructure and outlet control structures, survey work of topo in proposed grading and existing pond areas, existing and proposed hydraulic and hydrologic models, proposed water quality model, wetland delineations, land use and available space, low floor and low building openings, overland EOFs, and results of Ramsey County flood feasibility study.
3. Update of existing conditions to add or correct any information based on survey. Update of proposed model to incorporate survey and wetland delineation information. New BMP scenarios consisting of a single pond and a multiple pond alternative to maximize benefits in the proposed conditions hydrologic and hydraulic models and water quality models.
4. Development of design alternatives analysis and concept plans for final alternatives. Alternatives and costs to allow for grant applications.
 - b. Analysis of 2 BMP scenarios, including a single pond and a multiple pond scenario that maximize treatment and flood storage volume.
 - c. Selection of a final flood mitigation and water quality improvement for 30% level cost estimation and design after analysis.
 - d. Conceptual designs will at a minimum include a plan view layout, and evaluation of constructability, major conflicts, and other considerations for implementation.

Deliverables

The project's final deliverables, at a minimum, must include the following:

1. Technical memo summarizing the analysis and updates to the Resiliency Study.
2. Proposed conditions hydrologic & hydraulic models for 2 concepts to evaluate flood reduction. Updated inundation maps if base data provided.
3. Water quality models for evaluating pollutant removals in MIDS or p8.
4. Conceptual designs (plan view layouts) for a single basin and a multi-basin alternative.

5. 30% level cost estimates for the preferred design alternative.
6. Summary of permitting, environmental, and geotechnical considerations for each alternative.
7. Summary of information necessary for BWSR clean drinking water grant including pollutant load reductions, volume, rate control and storage enhancements, maintenance requirements, and an assessment of constructability for the preferred BMP alternative.

SCHEDULE

Assuming this work is authorized at the June 18th City Council Meeting, we will begin the work promptly and propose to complete the work by July 26, 2024. Follow-up coordination with the City and VLAWMO would occur after that date as needed for additional grant preparation assistance.

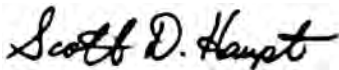
Based on the above schedule and assumptions, we estimate the total fee for these services to be \$79,300. The estimated fee will not be exceeded without review and authorization by the City. Services will be billed monthly on the basis of actual hours spent at current billing rates plus the actual cost of reimbursable expenses.

This letter and the above-referenced Agreement for Professional Services, along with Exhibits A-2, B and C-1, represents the entire understanding between you and us in respect to the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, please sign and email the executed agreement to me.

We appreciate the opportunity to assist with the next phase of this project. Please contact me at 651.490.2055 or shaupt@sehinc.com if you have any questions or would like to discuss the proposal further.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott D. Haupt, PE
Senior Project Manager
(Lic. MN, WI)

Accepted this _____ day of _____, 2024

CITY OF VADNAIS HEIGHTS, MINNESOTA

By _____

Enclosure

CC: Phil Belfiori, VLAWMO

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To: Board of Directors

From: Nick Voss and Phil Belfiori

Date: June 26, 2024

Re: VII. B. 3. Discuss and Schedule VLAWMO Board Summer Project tour

Staff and Board Chair Jim Lindner have begun the process of scheduling a project tour for the summer of 2024. As in the past several years, this is an exciting opportunity Board members to witness VLAWMO projects first hand and engage in closer discussion about the project strategies and goals in-person.

The tour date options are proposed as **August 14, or 15, from 12:30-3:30 pm**. See Attached maps included here for an arrangement of potential tour stops (not necessarily in the order listed on map). The included PDF portrays an option “A” and an option “B” in terms of the tour route. Staff and Board will caravan with driving separately and/or carpooling to each tour stop.

The planned /anticipated tour stops are (in no particular order):

1. The Wilkinson Deep-Water Wetland: This stop occurs on an unmarked street that will require additional instructions. The stop entails parking and hiking down a short 5-minute trail hike (mowed trail) to access the site.
2. Elmwood Park Raingarden: Large public raingarden in Lambert Creek subwatershed, located in targeted volume and nutrient reduction zone.
3. The WB Town Hall will feature the demonstration native planting at the historic Town Hall building.
4. Polar Lakes Park component will feature a visual and discussion with White Bear Township on the VLAWMO grant-funded smart irrigation system at Polar Lakes Park.
5. Grant program Participant: Tour projects and discuss with landowner Karen Suzukamo about her VLAWMO grant-funded raingarden and sedge groundcover yard.

Requested Board discussion and action

Staff requests Board approve of which date (August 14 or 15) to schedule tour. Staff also requests direction on which option (A or B) would be most fit in with Board members availability.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Aug. 14 /Aug 15 for the 2024 VLAWMO Board Tour at apx. 12:30pm – 3:30pm.

Attachment:

Tour Itinerary Map - Option “A”
Tour Itinerary Map - Option “B”

VLAWMO Board Tour 2024



Likely Tour Stops

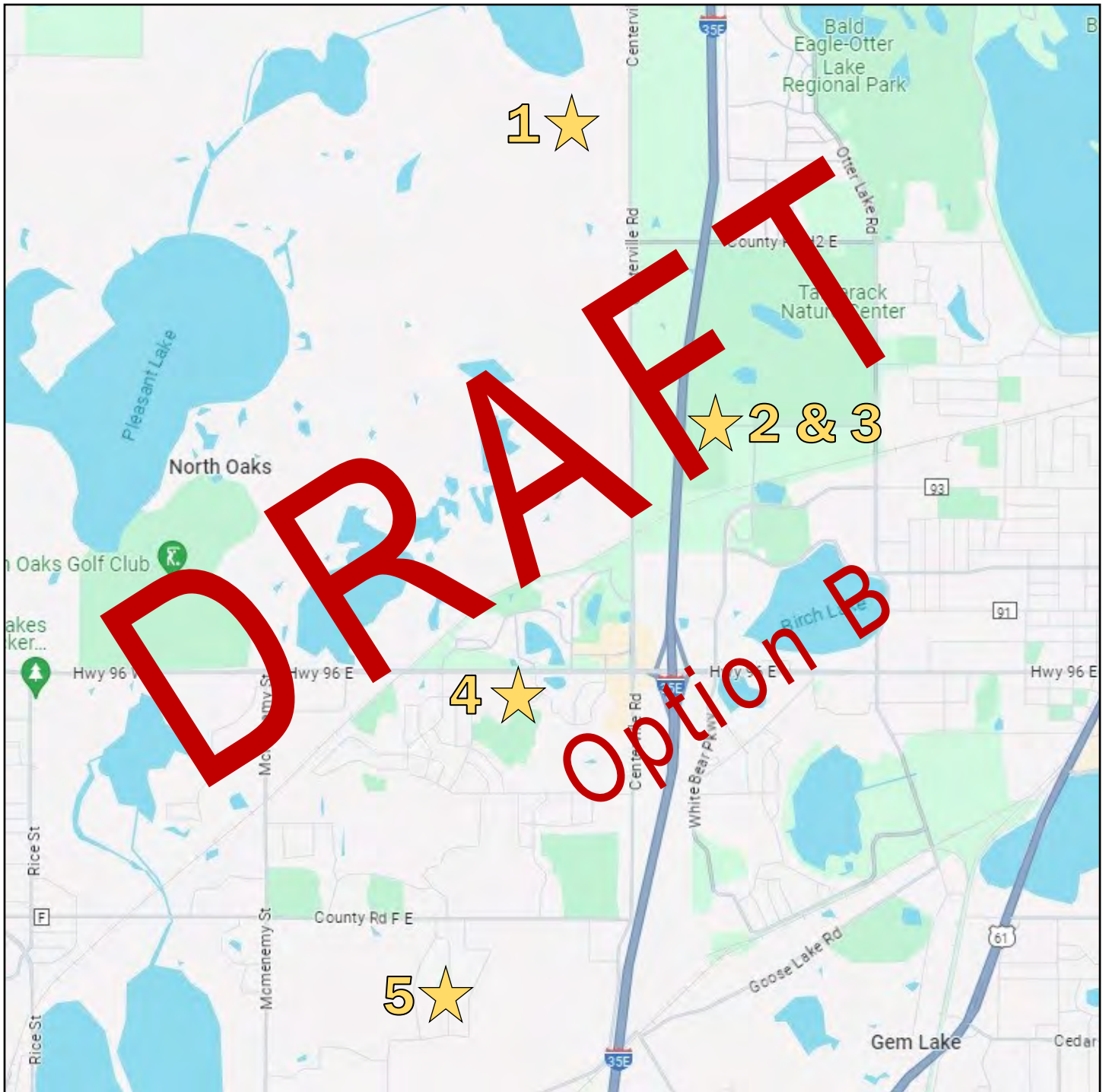
1 & 2. Polar Lakes Park , White Bear Town Hall
1280 Hammond Rd

3. Wilkinson Deep-Water Wetland
Next left after Spring Farm Rd
(see description)

4. Elmwood Park Raingarden
3910 Elmwood St

5. Grant Program Participant:
Karen Suzukamo
4517 Birch Ridge Rd

VLAWMO Board Tour 2024



Likely Tour Stops

1. Wilkinson Deep-Water Wetland

*Next left after Spring Farm Rd
(see description)*

2 & 3. White Bear Town Hall, Polar Lakes Park

1280 Hammond Rd

4. Elmwood Park Raingarden

3910 Elmwood St

5. Grant Program Participant:

Karen Suzukamo

4517 Birch Ridge Rd