



MINUTES OF THE BOARD OF DIRECTORS

August 26, 2015

ATTENDING:

Bob Uzpen	Gem Lake
<i>Absent</i>	Lino Lakes
Marty Long	North Oaks
Marc Johannsen	Vadnais Heights
Dan Jones	White Bear Lake
<i>Absent</i>	White Bear Township

Kristine Jenson	VLAWMO Program Manager
Brian Corcoran	VLAWMO Water Resources Manager
Vanessa Strong	VLAWMO Communications & Education Programs Manager
Tyler Thompson	VLAWMO Intern

Others in attendance: Mark Kjolhaug – Kjolhaug Environmental Services; Clark Wicklund – Alliant Engineering

**I. Call to Order**

The meeting was called to order at 7:04 pm by Chair Johannsen. Quorum is here for the meeting.

**II. Approval of Agenda**

Item V.B will be moved up before Item IV so that the representatives can discuss their request earlier in the meeting. Additionally, Uzpen stated that the date at the bottom of the agenda is incorrect and will need to be updated.

A motion was made by Long and seconded by Jones to approve the agenda as amended. Vote: 3 aye, 1 abstain (Uzpen). Motion passed.

**III. Approval of Minutes from June 24, 2015**

A motion was made by Jones and seconded by Long to approve the minutes from the June 24, 2015 Board of Directors Meeting. Vote: 3 aye, 1 abstain (Uzpen). Motion passed.

**V. B. Wetland Conservation Act Replacement Plan request – Lande Property**

Brian presented information regarding this project: A 7.2 acre property with two delineated wetlands. One type 1 (PEM1A) seasonally flooded basin (0.11 acres) and one type 3 (PEM1Cd) shallow marsh wetland (1.22acres). Site is located north of County Road 96, west of Interstate 35E and east of Centerville Road (across from Cub Foods). Developer is proposing a senior living housing unit on the northwest end of property with a parking lot and future retail space on the southern end of property. In order for development of the southern end of property the existing 0.11 acre wetland will be impacted (filled). This impact does not qualify for a De minimis and no-loss exemption. There are concerns that on-site mitigation success will be an issue after 5yrs and developer will ultimately have to buy banking credits outside of watershed due to quality of mitigation site. Current VLAWMO policy is to mitigate on site. Sequencing was addressed and no viable sites within watershed were available for wetland mitigation. VLAWMO also does not have any banking sites within the watershed for developer to buy credits.

Developer has suggested doing mitigation on site (at a 1:1 1.5:1 or possibly a 2:1) as well as buying banking credits outside of VLAWMO. With this proposal developer would not be responsible for the 5yr maintenance requirement on the mitigation site but will have fulfilled the WCA requirement for wetland impact with the purchase of banking credits at 2:1.

*The proposal was reviewed by the Technical Commission and they have the following recommendation: Approval of the Lande property (Aliant Engineering) Wetland Replacement Plan allowing 0.11 acres of wetland fill, with 1:1 replacement on-site and the purchase of 0.22 acres of wetland banking credit in Washington County to meet the requirements of the Wetland Conservation Act.*

**Discussion:** Johannsen asked if there were any options to buy from a bank in Ramsey County. Kjolhaug stated that there is only one bank which is owned by North Oaks Company but they reserve the credits for themselves. Johannsen asked where we were at in regards to getting our own bank. Stephanie said we are still trying to find a good fit. Many of the wetlands that could work would likely require remediation and VLAWMO would have to go through the process of purchasing the land. Johannsen stated that if we can come up with a more suitable way to deal with replacing wetland within our area, then we should do that. Stephanie said we could bring them a couple of recommendations for looking into this more. Jones stated that in the past there was concern about the labor involved to establish a wetland bank in VLAWMO. Stephanie said that there is a lot of labor involved in getting a wetland to a state that would be eligible for banking credits. Stephanie said the first thing would be to do an inventory of potential sites and then bring the Technical Evaluation Panel (a group that handles WCA issues) to visit the sites. It will require funds and time to do all this. Long asked what the banking credits cost. Kjolhaug stated that the price for the credits bought for this project would be \$2/sq ft. He said rates can range from \$1.50 - \$5/sq ft. Long asked the timeline to get a bank established and Stephanie said it could take about 2 years to restore a wetland and have it be in a state that would give us credits. Johannsen said he thinks we should start the process of doing this. Stephanie said it would likely need to be something that is part of our next 10 year plan due to the time and funding necessary. A motion was made by Long and seconded by Uzpen to approve the Lande/Aliant Wetland Replacement Plan allowing 0.11 acres of wetland fill, with a 1:1 replacement on-site and the purchase of 0.22 acres of wetland banking credit in Washington County to meet the requirements of the Wetland Conservation Act. Vote: all aye. Motion passed.

#### **IV. Technical Commission (TEC) Report to the Board**

##### **A. Activity Summary**

Stephanie gave the report. It's been a busy summer. Activities that have occurred since June's Board meeting included:

1. CIP – Sediment cores on Goose were taken and have gone to the lab for analysis. The Deep Lake Channel restoration will happen in mid-September.
2. Monitoring – the mid-summer report was presented at the last TEC and findings are consistent with previous years.
3. Planning –The Water Plan stakeholder meeting and open house was held last week.
4. Outreach & Education – a raingarden workshop was held last week and 2 dragonfly workshops were held recently. VLAWMO was at Marketfest and used it to aid in the outreach efforts for the Water Plan.
5. We are applying for a couple of grants through the Clean Water Legacy Fund – Cerenity Senior Care underground cistern and the Sucker Lake Channel project. We won't know until December if we have been awarded anything.
6. Cost Share Program – there is a little bit of money left but many projects are going in the ground.

##### **B. August Financial Report**

The Board reviewed the August Financial Report. Stephanie stated we've spent about 40% of the budget and are on track for the year.

Stephanie formally introduced our intern Tyler Thompson and reviewed some of the projects he's been working on this summer.

#### **V. New Business**

##### **A. IT Services Agreement**

The VLAWMO network server operating system is old and no longer supported (Windows 2003). The server log is showing episodes of non-requested shut down. If critical IT support is needed, VLAWMO currently hires All-Covered for assistance at a rate of %75- \$150 / hour. As of August, we are about \$675

over budget for IT support. Some research on options to move ahead has been done. Three providers were contacted, with two quotes received. We have about \$4200 left in the IT hardware budget for 2015. Most of this was for the anticipated replacement of server function. There is roughly another \$1500 in the IT support & licensing budget.

All Covered has provided as-needed IT service and was asked for a quote. The total from All Covered was \$11,812. This covers the new hardware, software and labor to install. The advantage here is that it would be a one-time cost. The disadvantage is that this is more than double what is in the budget for this upgrade. Also, pay as you go support can be expensive. Telephone tech support runs about \$75-\$90/hr. Onsite support about is \$150/hr. Down time to complete the transfer may be more substantial. All staff are heavily reliant on their computers although some work can be done without the network.

The other quote was from Metro INET (Roseville) who provides IT support for Vadnais Heights, many of our other communities, 3 other watersheds (36 partners in all). The advantages include a quick, relatively seamless upgrade as we already office in a City hall that receives their service. Back-up for the system would be considerably improved over current. VLAWMO currently pays for internet service through the network under its lease with the City. It also provides ongoing IT support. It is also within budget. The disadvantage, rather like buying a good health insurance policy is that it's expensive. Annual cost in 2015 is \$3,215, through the end of the year. Annual costs going into 2016 would be \$9,643 which would be billed monthly. This is less than was approved in the 2016 budget. Roseville will reassess fee every April in the future so there could be some modification after that. VLAWMO staff will reassess the options next year and share the results with the TEC. The TEC has recommended approval and it is within budget.

*Recommendation: Authorization to spend up to \$4,000 and approval of the contract with the City of Roseville.*

**Discussion:**

A motion was made by Jones and seconded by Long to authorize up to \$4000 for IT services and approval of the contract with the City of Roseville. Vote: all aye. Motion passed.

**C. Consideration of the 2016 Storm Sewer Utility Rate – Resolution 04-2015**

The annual SSU rates are based on the budget approved by the Board each June for the following year. The Storm Sewer Utility is based on the amount of impervious surface generally associated with different land use types and provides the major financial support for watershed activities.

Both the VLAWMO budget and of course the SSU fees remained flat for several years. Projects and the scope of work being done by VLAWMO professionals has increased substantially. Grants have helped defray some of the costs and allowed VLAWMO to do more than is reflected in annual budget. But they are an unreliable source of income. The 2016 budget was increased to help support the approved Strategic Work Plan 2014-2016.

The proposed 2016 SSU annual rate is \$28.92 /unit or \$41.88 /acre, much LESS than anticipated. This is an increase of 2.6%, again much less than last year's increase of 7.3%. This rate includes a 0.8% buffer to account for subsequent changes in the 11,428 parcels. The number of parcels increased by 71 this year, which offset much of our budget increase. In broad strokes this means that VLAWMO single family residential (1-3 units) parcels that have a flat rate of \$28.92 (an increase of \$0.70) for 2016. All other per-acre rate parcels will increase by \$0.80 /acre / year.

**Discussion:** Jones stated that we are basically at the same rate we were at in 2007, which is impressive given how much VLAWMO has grown and how much we've gotten done. Long stated that our rates are much lower than other watersheds.

**RESOLUTION 04-2015**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**August 26, 2015**

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 26th day of August, 2015 at 7:00 o'clock p.m.

The following members were present:

The following members were absent:

Resolution 04-2015 was moved by Director     Jones     and seconded by Director     Uzpen    :

**RESOLUTION NO. 04-2015**

**A RESOLUTION APPROVING THE STORMSEWER UTILITY RATES FOR 2016.**

WHEREAS, the 2016 Budget of the Vadnais Lake Area Water Management Organization (VLAWMO) has been approved by the VLAWMO Board of Directors and

WHEREAS, Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, has been applied to the properties within the boundary,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, The SSU Rates for 2016 will be as follows:

<b>Classification</b>	<b>Total Amount</b>	<b>R.E.F.</b>	<b>Rate</b>
Residential 1- 3 units	\$293,162.04	1.00	\$28.90 / Unit
Residential 4 or more	\$17,299.12	2.72	\$41.88 / Acre
Commercial	\$95,102.26	4.23	\$41.88 / Acre
Industrial	\$47,704.71	3.30	\$41.88 / Acre
Institutional	\$38,245.06	3.30	\$41.88 / Acre
Golf courses	\$6,887.86	0.74	\$41.88 / Acre
Agricultural	\$4,949.49	0.25	\$41.88 / Acre
Vacant/Road/RR/Water	\$0	Exempt	\$0.00

Vote: all aye

The resolution was declared passed and adopted.

**D. Special Fall Projects Request**

Stephanie stated that VLAWMO has benefited from the very able assistance of our intern, Tyler Thompson this summer. He was chosen largely because of the skill set and experience he brought to the watershed. Besides the monitoring work and assistance that is usually one of the primary intern duties, Tyler has provided able assistance with our increased work load on Water Management Plan update, especially in the areas of communications and outreach. Tyler has a minor in GIS and graduated last December. He interned for Rice Creek WD last summer, doing BMP maintenance inspections. Our staff uses GIS on a regular and increasing basis, but generally with a range of beginner skills (e.g. I took a GIS class about 10 years ago and use our website's GIS system periodically. Kris and Brian actually use the ArcView software.) Tyler has been working his way through the 23 years of Wetland Conservation Act files, digitizing the wetland mitigation areas, and developing a database of attendant

information. There are many more projects that could be done including increased database/mapping with other watersheds and agencies.

Especially with the extra work load generated by the Water Plan update and his GIS skills we would like to have Tyler stay on through the end of the year with a reassessment for potential full-time permanent employment in 2016.

October – December 2015

40% GIS projects

- WCA mitigation site digitizing with attributes
- Wetland restoration inventory – potential sites (VLAWMO area replacement; impaired waters BMP; greenway corridors)
- BMP, including cost-share project and database with all related information
- Work with Houston update for the in-house GIS

20% Monitoring and Field assistance

- Assist with completion of fall monitoring, data processing
- Fall maintenance at flume sites; other creek locations
- Field assistance to assess wetland restoration sites

20% Administrative assistance

- Database management
- Assist with TEC & Board packets
- Other mailings, meeting prep., etc

20% Communication assistance

- Assist with Water Plan outreach information posting
- Website regular updates and
- Website - complete pages under construction

Anticipated costs would include salary, PERA (required), FICA, additional office space (if approved by the city) and other attendant expenses. Through the end of the year, if a GIS grade laptop were purchased (\$1500) = \$15,000. This would allow for the added benefit of paid legal holidays as determined by the Personnel handbook.

Two of the three Policy & Personnel committee members have been contacted and endorse this request. There is funding in the Lambert Creek restoration budget that could be transferred to Administration. The Kohler restoration project has had changes since the 2015 budget was put together and will not happen until next year. VLAWMO will also receive grant funding for 75% of the project through partnership with Ramsey Conservation District.

**Discussion:** Jones stated he's had several conversations with Tyler and is very impressed with him and had two staff members talk to him in casual conversation about how they wish they could keep him on staff. Johannsen said having expanded capacity is a good thing and the WCA mapping Tyler is doing is important. Johannsen and Long both expressed support. Long also commended VLAWMO's management and the fact that this team has been consistent and not had turn over. Jones asked the Board to think about the next steps – if Tyler was offered a full time permanent job somewhere else, how would we handle it. Johannsen said a special meeting could be had if we wanted to get approval to hire him in a permanent job before the end of the year. Stephanie said we'd have to dig through the 2016 budget to try to find funds to keep him after the end of the year. Uzpen stated that if staff and management think this person should be on our team, then why are we waiting? Stephanie stated that she set things up as an interim basis because we hadn't talked about hiring him for the long term with

the Board. Jones said we could direct staff to offer him a position sooner and have it be approved by the next meeting. Long did not agree with that scenario and said that we can offer him through the end of the year and let him know that we are exploring to keep him in a full time position. Then that gives Stephanie time to find money to offer him a full time job by the end of the year.

A motion was made by Long and seconded by Jones to authorize \$15,000 of funding from Lambert Creek restoration 6.4.1.3 to Administration – staff 6.1.2; 6.1.2.5, Office 6.1.1.1 and IT 6.1.1.2 to be used for employing the current intern to provide GIS and other assistance and to cover other attendant costs. This position will be reassessed by the end of the year for possible continuance as full time permanent next year. Vote: all aye. Motion passed.

**VI. Old Business**

**A. Water Plan Update**

1. Stakeholder results to date

A handout was given that showed the survey results from our agency partners and from the public for concerns, issues, and priorities for the watershed.

Jones stated that he feels our priority should be water quality more so than water quantity. Vanessa showed the website with the information about our water plan which gives information about the plan and allows us to post updates and there is a link to take a survey and send us comments. Long reiterated our need to foster our relationship with SPRWS. Stephanie said that 3 members from SPRWS were at our stakeholder meeting last week. Jones asked why Long feels having the SPRWS involved is so important. Long stated the long term goals will require a solid relationship with SPRWS since there is so much water they manage going through VLAWMO.

2. Timeline for Update

3. Concurrent JPA Update

Stephanie reported that she's gone through the JPA and met with our representative from BWSR and will be sending it to our lawyer for review and then it will go to the Policy and Personnel Committee.

**VII. Report from the Chair**

**VIII. Administrator's Report** None

**IX. Director's Report**

Jones stated that the City of White Bear Lake has put in curb cut raingardens as part of street reconstruction but the City is hesitating to do that anymore or as much because they are seeing so many maintenance issues with the ones that have been put in place. He's not sure what VLAWMO can do to help with this. Jones also stated that he would like if VLAWMO could come up with a way to reduce grass clippings going into streets. Vanessa said that she has been working with the Watershed Partners group to come up with outreach efforts for grass clipping issues. Johannsen stated that we also have the issue of people dumping grass clippings in ditches. Long stated that NO City Council approved \$10,000 for weed control in Pleasant Lake and \$30,000 for next year. They will start this year's treatment next month.

**X. Next Meeting – October 28, 2015**

**XI. Adjourn**

A motion was made by Long and seconded by Jones to adjourn at 8:10pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Kristine Jenson.