



MINUTES OF THE BOARD OF DIRECTORS

December 9, 2015

ATTENDING:

Rick Bosak	Gem Lake
Rob Rafferty	Lino Lakes
<i>Absent</i>	North Oaks
Marc Johannsen	Vadnais Heights
Dan Jones	White Bear Lake
Bob Kermes	White Bear Township

Stephanie McNamara	VLAWMO Administrator
Kristine Jenson	VLAWMO Program Manager
Brian Corcoran	VLAWMO Water Resources Manager
Vanessa Strong	VLAWMO Communications & Education Programs Manager
Tyler Thompson	VLAWMO Water Resources & GIS Technician

Also in attendance: Paul Peterson (TEC Commission)

I. Call to Order

The meeting was called to order at 7:02 pm by Chair Johannsen. A quorum is present for the meeting.

II. Approval of Agenda

A motion was made by and seconded by to approve the agenda as presented. Vote: all aye. Motion passed.

III. Approval of Minutes from October 28, 2015

A motion was made by Rafferty and seconded by Jones to approve the minutes from the October 28, 2015 Board of Directors Meeting. Vote: all aye. Motion passed.

IV. Technical Commission (TEC) Report to the Board

A. Activity Summary

Peterson reported on activities since the last Board meeting.

Activities that have occurred since October's Board meeting included:

1. CIP – Deep Lk channel installation is complete. Sediment cores on Goose results have come in.
2. Monitoring - Fall wrap up completed with data submitted to State. Monitoring report will be available shortly.
3. Planning –The TEC voiced their support with continuing the creation of SLMPs as part of the new Water Plan.
4. Outreach & Education – Updates on activity.

B. December Financial Report

The Board reviewed the December Financial Report. Stephanie reported that we are at 65% of our budget being spent, largely due to CIP projects not going in until 2016. Stephanie also reported that we received our payment from the Counties for our storm sewer fees.

V. New Business

A. Landscape Level 2 Policy Update

The Landscape Level 2 (LL2) VLAWMO grant / cost share program is meant for projects that have a total cost of at least \$5000. The amount awarded is open up to what is allocated in the annual budget. The TEC has been delegated approval authority for the Landscape Level 1 (LL1) program, which allows projects to be approved on a monthly basis. Many of the LL1 cost share grants are homeowner

raingardens or native landscape restoration projects. Some examples of the larger projects which received funding from the LL2 grant include:

- Green roof grant for White Bear Lake PW building
- Streambank restoration on Lambert Creek with townhome assoc. in WB Township
- Large raingarden/education project at a middle school in North Oaks
- Prairie restoration project at the Montessori school in Gem Lake

Due to the possibility that a LL2 project may receive a grant over \$5000, the Policy & Personnel committee discussed how these grant applications should be approved. The group considered three options:

- 1) The Board of Directors considers all LL2 applications and only they can provide approval. The TEC may offer a recommendation to the Board regarding the grant.
- 2) The Board of Directors delegates authority to the TEC to consider and provide approval for all LL2 applications.
- 3) Designate approval authority to the TEC up to a certain monetary threshold (perhaps up to \$5000) and anything above that could require Board approval.

The Committee's recommendation is to: Designate approval authority to the Technical Commission up to \$10,000 while retaining veto authority. Projects requesting cost-share grant funding over \$10,000 would require Board approval.

After the committee met, staff asked that the Board clarify the veto authority. If the TEC approves a project under \$10,000, will staff be able to move forward with the project or would they have to wait for a final approval from the Board. And if so, then perhaps the Board should just retain the authority to make the process less complicated.

Discussion: Rafferty stated that he feels the Board should retain the authority for large scale projects rather than put the onus on staff and the TEC. Jones agreed. Johannsen stated that the policy can be written where the TEC can give approval but no funding can be awarded until final review by the Board. The Board would include those particular grants on the Consent Agenda at their next meeting. Agreement among the Board for this scenario.

It was moved by Jones and seconded by Rafferty to designate approval authority for LL2 grants up to \$10,000 to the Technical Commission and the Board would provide approval for grants requesting over \$10,000 with final review by the Board before awarding funds. Vote: all aye. Motion passed.

B. Agreement with Burns & McDonnell

At the last Board meeting the Whitaker Wetland project and grant offer from the Legislative Citizen's Commission on Minnesota Resources (LCCMR) was discussed. This is a \$500,000 grant to install 3 treatment wetlands adjacent to Whitaker pond. The Board directed a letter of support be sent to our local legislators and member of the Commission. The LCCMR Board is in the process of finalizing its request to the Legislature.

LCCMR requires VLAWMO and the other recipients to submit a detailed Work Plan and budget. VLAWMO needed the engineering staff of Burns & McDonnell, who have been our consultants on the E. coli bacteria study to help with work. The proposal attached would provide the hours for that assistance. The funds are within budget.

The VLAWMO TEC is recommending approval of the proposed work at a cost of \$14,300. The funds will come from project research and development portion of the budget: \$9,300 from 2015 and \$5,500 from 2016.

It was moved by Jones and seconded by Bosak to approve the contract with Burns & McDonnell to assist with the LCCMR Work Plan and budget. Vote: all aye. Motion passed.

C. Water Plan Update

The updated Water Plan is moving along and staff are looking to the Board for input and comment to ensure we are going in the right direction. The approval or redirection of the Board is vital at this time because a full draft of the Water Plan will be presented for approval at the next Board meeting in order to stay on track for State approval.

1. Subwatershed Focus

In the Board packets, the latest language regarding subwatershed programs and projects, along with a table outlining those items along with a timeline and estimated cost to implement.

Johannsen asked what “stream restoration” means for Lambert Creek – Stephanie stated in the past it has included the bank stabilization projects, Lambert Lake, flume installations, among other things.

In the table, for the Lambert Creek stream restorations, Johannsen requested that we add the communities as potential partners.

Johannsen directed the Board to contact Kristine if there is any questions or comments.

2. Education ranking request

VLAWMO proposed 4 targeted education and outreach areas for the 2017-2026 Water Plan. In order to prioritize and organize efforts, staff asked the TEC to rank the 4 areas and have asked the Board to do the same. The four areas are:

- Conduct workshops, trainings, and presentations
- Citizen science and volunteer outreach
- Schools and education centers
- MS4 regulatory requirements

Board members filled in the provided form to give their rankings.

3. Timeline for Update

A timeline graphic was distributed to the Board to track our progress with updating the Water Plan. This graphic is also on the VLAWMO website.

4. Concurrent JPA update discussion

A number of possible updates to the Joint Powers Agreement were discussed by the Policy & Personnel committee. The next step after Board discussion in December will be to bring this VLAWMO’s legal counsel for language updates. The following recommendation are offered for Board consideration:

- Meeting functions. Change the Annual meeting (election of officers, selection of legal paper, counsel) to the April meeting to allow for appointment of possible new Board members and orientation at the February meeting. Quorum language should reference open meeting law to stay abreast of technical or policy updates.
- Update language for director terms to reflect member appointment process rather than the current staggered 3-year terms.
- Remove member assessment for general budget needs language (was used before 2008 to fund VLAWMO) and revisit project based funding after discussion with BWSR and attorney.

Johannsen stated that we need to make sure with the newspaper designation, we need to state that the designation is in effect until the next annual meeting rather than the calendar year.

D. 2015 Fund Balance – Resolution 06-2015

RESOLUTION 06-2015

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

December 9, 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 9th day of December, 2015 at 7:00 o'clock p.m.

The following members were present:

Marc Johannsen, City of Vadnais Heights

Bob Kermes, White Bear Township

Dan Jones, City of White Bear Lake

Rick Bosak, City of Gem Lake

Rob Rafferty, City of Lino Lakes

The following members were absent:

Marty Long, City of North Oaks

Director Jones introduced the following resolution and moved its adoption. Director Bosak seconded the motion.

A RESOLUTION FOR COMMITTING THE FUND BALANCE FOR SPECIFIC PURPOSES

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

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

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

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

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

Committed

<u>Fund</u>	<u>Description</u>	<u>Purpose</u>	<u>Amount</u>
General	Office	Rent of additional office space and connections	\$1,375
General	Information systems	Purchase of IT equipment & help	\$7,750
General	Legal assistance	Draft new JPA/Water Plan	\$6,000
General	Engineering	Sucker channel or other	\$10,000
General	Tech assistance	Pleasant Lk SWA & other tech help	\$10,000
General	Admin-Payroll	Assist with staffing adjustment;	\$4,600
General	Miscellaneous -	Staffing assistance – GIS etc.	\$4,000
General	Financial Incentives	2015 Cost-share projects	\$1,000
General	Education & Marketing	Annual report project and other expense	\$2,500
General	Maintenance	Maintenance fund for watershed projects	\$12,000
General	Equipment	Expand sampling network	\$3,700
General	Monitoring & Analysis	More monitoring (bacteria, etc.)	\$10,000
General	Lambert Crk restoration	Identified projects in subwatershed	\$17,000
General	Water Quality projects	Sucker channel & others	\$64,000
General	Project research	Whitaker wetlands design	\$8,200
General	Implementation on Impaired waters	Implementation activity – Goose Lk. & Lambert creek	\$62,000
			\$224,325

The foregoing resolution was passed by the Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 9th day of December, 2015.

CHAIR (or authorized): _____ Date: _____
ATTEST: Signed: _____ Date: _____

Discussion: Stephanie stated that after meeting with the bookkeeper, a few of the carry over amounts were adjusted. Those adjusted amounts were presented during the meeting and are reflected in the proposed Resolution.

E. Consideration of staffing recommendation

The need for staff with specific technical skills has been increasing. For example, GIS mapping, online outreach and communications, data management, and social media are all areas where a staff person dedicated to these efforts would be beneficial. Our summer intern Tyler Thompson has done a great job this year for us and we have kept him on staff through the fall due to the need for someone who can do these duties. Tyler has a minor in GIS and has been a great help to updating our maps for the new Water Plan, which has saved us costs for the consultant. This need will continue and VLAWMO would like to add a full time staff person.

Funding for this position for 2016 is \$54,875. In order to create this funding, the following is proposed:

1. Allow some unspent budget funds to revert to the General fund and then designate them for staffing needs:
 - a. 6.3.6 Facilities operations (\$5k),
 - b. 6.4.1.3 Lambert creek restoration (\$11.5K)
 - c. 6.4.9 SLMP and Retrofit study implementation (\$32k).
2. The Fund Balance designation would retain funds in two line items:
 - a. 6.1.2 & 6.1.2.5 Staff & employee liability and office space (\$4.8K)
 - b. 6.1.1.1 Office (\$1,375).

Recommendation: The Policy and Personnel Committee discussed this and are supportive of adding a staff member. VLAWMO should address staff capacity needs that are driven by evolving technology, grant and project opportunities, and directions being identified in the updated Water Management Plan by adding a GIS-Water Resources Technician position. The primary responsibilities will address GIS support for all programs; monitoring and analysis; and social media support. There will be secondary responsibilities as well. This will be posted as usual if authorized by the Board. The administrator will work with an interview committee to select an appropriate candidate. At establishment this would be considered an entry level (step 1) position.

Discussion: Rafferty asked if this is going to be a long term position and Stephanie said yes. Rafferty asked about how salaries are based and how the step system works. Stephanie discussed how staff salaries were assessed and that the step program was instituted to provide a way for staff to gauge their advancement in the watershed. Johannsen stated that the development of this pay system was a way to entice employees to stay with the watershed. The staff has grown in a slow but steady rate but we have also greatly expanded the work we have been able to do and as the State hands down more mandates, the work load increases. Johannsen stated that if workloads decreased, then reduction of staff could be looked at but that isn't the case for the foreseeable future. Jones said the salaries are based on studies of comparable jobs and agencies.

Jones asked about the process for posting the job. Stephanie said she has spoken with others and the job could be posted internally. Rafferty stated that to be as transparent as possible, it would be wise to post the job and entertain other candidates but that it is entirely up to the Administrator for how to proceed.

It was moved by Rafferty and seconded by Jones to approve the addition of another staff person to perform the duties as described above and to shift funding as described to cover the costs associated with it. The Board directed the Administrator to do the job posting and hiring at her discretion. Vote: 4 aye; 1 abstain (Kermes). Motion passed.

Kermes stated his abstain is only because Director Prudhon would have been part of this discussion in the past and therefore he didn't want to vote for him. However, based on the discussion at the meeting, he would be supportive of this addition to the staff.

VI. Report from the Chair

Johannsen wished the staff and Directors a safe and happy holiday season.

VII. Administrator's Report

Stephanie reported that Vanessa Strong will be leaving her position to work for the City of Minneapolis.

Johannsen thanked Vanessa for her service and wished her well in her career.

VIII. Director's Report

IX. Next Meeting – February 24, 2016

X. Adjourn

A motion was made by Rafferty and seconded by Jones to adjourn at 7:51pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Kristine Jenson